



Amendment No. 4
to
Contract No. NA190000177
for
Professional Consulting Services New Districts
between
Asakura Robinson Company LLC
and the
City of Austin

- 1.0 The City hereby exercises this unilateral extension option for the subject contract. This extension option will be effective August 23, 2020 through August 22, 2021. One option will remain.
- 2.0 The total contract amount is increased by \$150,000.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 08/23/2019 – 08/22/2020	\$150,000.00	\$150,000.00
Amendment No. 1: Change Subcontractor	\$0.00	\$150,000.00
Amendment No. 2: Admin Increase	\$45,000.00	\$195,000.00
Amendment No. 3: Update Cost Proposal	\$0.00	\$195,000.00
Amendment No. 4: Option 1-Extension 08/23/2020 – 08/22/2021	\$150,000.00	\$345,000.00

- 3.0 By signing this Amendment, the City of Austin confirms that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 4.0 All other terms and conditions remain the same.

BY THE SIGNATURE affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Printed Name:

Authorized Representative

Sign/Date: Cindy Reyes
Digitally signed by Cindy Reyes
Date: 2020.08.05 13:53:32
-05'00'

Cyrenthia Ellis
Procurement Manager
City of Austin
Purchasing Office
124 W. 8th Street, Ste. 310
Austin, Texas 78701



Amendment No. 3
of
Contract No. NA190000177
for
Professional Consulting Services New Districts
Between
Asakura Robinson Company LLC
and the
City of Austin, Texas

1.0 The City hereby amends the above referenced contract with the following:

1.1 The Cost Proposal, page 69 of the Asakura Robinson Company LLC dated 5/13/2019 is stricken in its entirety and replaced with Exhibit A, Cost Proposal dated 12/10/2019.

2.0 The total Contract amount was increased by \$0.00. The total Contract authorization is recapped below:

Term	Contract Amount for the Item	Total Contract Amount
Basic Term: 08/23/2019 – 08/22/2020	\$150,000.00	\$150,000.00
Amendment No. 1: Change Subcontractor	\$0.00	\$150,000.00
Amendment No. 2: Admin Increase 12/03/2019	\$45,000.00	\$195,000.00
Amendment No 3: Update cost proposal	\$0.00	\$195,000.00

3.0 MBE/WBE goals do apply to this contract.

4.0 By signing this Amendment, the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

5.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURE(S) affixed below, this Amendment is hereby incorporated and made a part of the above-referenced contract.

ASAKURA ROBINSON COMPANY L L C

MARGARET ROBINSON

Printed Name of Authorized Person

M Robinson

Signature

PRINCIPAL

Title:

1-21-2020

Date:

CITY OF AUSTIN

Brenita Selement

Printed Name of Authorized Person

[Signature]

Signature

Procurement Specialist II

Title:

1-22-2020

Date:



Amendment No. 2
of
Contract No. NA190000177
for
Professional Consulting Services New Districts
Between
Asakura Robinson Company LLC
and the
City of Austin, Texas

1.0 The City hereby amends the above referenced contract with the following:

1.1 Exercise an administrative increase of \$45,000.00 on the contract term.

2.0 The total Contract amount was increased by \$45,000.00. The total Contract authorization is recapped below:

Term	Contract Amount for the Item	Total Contract Amount
Basic Term: 08/23/2019 – 08/22/2020	\$150,000.00	\$150,000.00
Amendment No. 1: Change Subcontractor	\$0.00	\$150,000.00
Amendment No. 2: Admin Increase 12/03/2019	\$45,000.00	\$195,000.00

3.0 MBE/WBE goals do apply to this contract.

4.0 By signing this Amendment, the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

5.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURE(S) affixed below, this Amendment is hereby incorporated and made a part of the above-referenced contract.

ASAKURA ROBINSON COMPANY L L C

MARGARET ROBINSON
Printed Name of Authorized Person

M. ROBINSON
Signature

PRINCIPAL
Title:

12-4-2019
Date:

CITY OF AUSTIN

Brenita Selement
Printed Name of Authorized Person

[Signature]
Signature

Procurement Specialist II
Title:

12-10-19
Date:

Item	Contract Amount	Total Amount
1. [illegible]	100,000.00	100,000.00
2. [illegible]	50,000.00	50,000.00
3. [illegible]	25,000.00	25,000.00
4. [illegible]	12,500.00	12,500.00



Amendment No. 1
to
Contract No. MA 5500 NA190000177
for
Professional Consulting Services New Districts
between
Asakura Robinson Company LLC
and the
City of Austin, Texas

5.0 The total Contract amount is recapped below:

Term	Contract Amount for the Item	Total Contract Amount
Basic Term: 8/23/19 – 8/22/20	\$149,462.14	\$448,386.42
Amendment No. 1: Change subcontractor	\$0.00	\$448,386.42

6.0 The above referenced contract is hereby amended to change SubContractor Participation Studio, LLC to GO Workshop D/B/A Civic Arts to perform the entirety of subcontracted services to complete the City Scope of Work provided by the Contractor on 5/13/19 to read as follows and described in Exhibit F:

Change From:
Participation Studio, LLC

Change To:
GO Workshop D/B/A Civic Arts

7.0 MBE/WBE goals were not established for this contract.

8.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

9.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURE(S) affixed below, this Amendment is hereby incorporated and made a part of the above referenced contract.


Signature & Date:



Printed Name: MARGARET ROBINSON
Authorized Representative

Asakura Robinson Company L L C
1224 E. 12th Street, Suite 310
Austin, TX 78702

Signature & Date:

 8/26/19

Ricardo Zavala, Procurement Specialist III
City of Austin Purchasing Office

Exhibit F: Revised Contractor Compliance Plan

Exhibit F

Appendix A

MBE/WBE COMPLIANCE PLAN

All applicable sections must be completed and submitted by the due date and time as indicated in the solicitation documents.

Section I — Project Identification and Goals

Project Name	Professional Consulting Services New Districts
Solicitation Number	RFP 5500 RJZ3000

Project Goals or Subgoals		
Combined MBE/WBE	2.03	%
MBE		%
African American		%
Hispanic		%
Asian/Native American		%
WBE		%

Section II — Proposer Company Information

Company Name	Asakura Robinson Company, LLC		
Address	1224 E. 12th Street, Suite 310		
City, State Zip	Austin, TX 78702		
Phone	(512) 351-9601		
Fax	(832) 201-7198	E-Mail	margaret@asakurarobinson.com
Name of Contact Person	Margaret Robinson		
Is your company registered on Vendor Connection?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide Vendor Code <u>ASA8322718</u> If No, please note: All vendors; Subconsultants and consultants must register with COA's Vendor Connect prior to award. See Link for registration information at https://www.ci.austin.tx.us/financeonline/finance/index.cfm		
Is your company COA M/WBE certified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please indicate: MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

I certify that the information included in this *MBE/WBE Compliance Plan* is true and complete to the best of my knowledge and belief. I further understand and agree that this *MBE/WBE Compliance Plan* shall become a part of my contract with the City of Austin.

Keiji Asakura, President
 Name and Title of Authorized Representative

[Signature]
 Signature

5/13/2019
 Date

For City of Austin SMBR Use Only:

I have reviewed this Compliance Plan and found that the Proposer **HAS** ☒ **HAS NOT** ☐ complied as per the City Code Chapter 2-9A through GFE.

Reviewing Counselor [Signature] Date 7/24/2019

I have reviewed this Compliance Plan and have found the Proposer **COMPLIANT** ☒ **NON-COMPLIANT** ☐

Director / Assistant Director [Signature] Date 7/24/2019

Section III — MBE/WBE Compliance Plan Summary

Directions:

- For each subcontractor listed in Sections IV, V, VI or VII, fill in all blanks (if applicable).
- For project participation numbers use an EXACT number.
- Goal percentages should be based on the Base Bid amount only. Allowances are not included.
- Alternates are not recorded on this MBE/WBE Compliance Plan.
- If bidder is a certified M/WBE, include participation details in the Bidder box ONLY.
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.

Is the stated project goal of the solicitation met? (If no, attach documentation of Good Faith Efforts) Yes ☒ No ☐

PROPOSED PARTICIPATION GOALS

Use this section to calculate participation.

Include all details including the total dollar amount and percentage for each category where applicable.

MBE/WBE Project Goal		Bidder Participation Goal	
African American	%	\$	%
Hispanic	%	\$	%
Asian/Native American	%	\$	%
WBE	%	\$ 26,412.24	22.41 %
MBE	%	\$	%
MBE/WBE Combined	2.03 %	\$	%
Non-Certified		\$ 39,120.00	33.2 %
Total Subcontractor Amount		\$ 65,532.24 ✓	55.6 %
Bidder's Own Participation (less any subcontracted amount) Are you counting your own participation toward the goals? (if yes, indicate below) <input type="checkbox"/> AA <input type="checkbox"/> HIS <input checked="" type="checkbox"/> A/NA <input type="checkbox"/> WBE <input checked="" type="checkbox"/> MBE		\$ 52,343.94 ✓	44.40 %

Base Bid Amount (Subs + Bidder amount)

\$ 117,876.18

100 %

For SMBR Use Only:

Verified participation for each category:

African-American _____ % Hispanic _____ % Asian/Native American _____ % WBE _____ %

MBE _____ % WBE _____ % Combined MBE/WBE 22.41 %

Prime 44.40 % Non-Certified 33.19 %

Section IV - Disclosure of MBE and WBE Subcontractors (Duplicate as Needed)

Note:

- Fill in all the blanks (use "none" or "N/A" where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of MBE/WBE certified Firms as registered with City of Austin Vendor Connection.
- Select either MBE or WBE for dually certified firms to indicate which certification will count towards the MBE or WBE goal.
- Contact SMBR to request an availability list of certified Firms for additional scopes of work that were not included on the original availability list.

Name of MBE/WBE Certified Firm	Cortez Consulting	
City of Austin Certification Data	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE	Gender/ Ethnicity: F/H
Vendor Code	V00000928702	
Address/ City / State / Zip	6609 Manchaca Road / Austin / Texas / 78745	
Contact Person & Phone #	Laura Cortez (512) 273-7967 x101	
Fax & Email Address	N/A laura@cortezconsulting.com	
Commodity Codes	<input checked="" type="checkbox"/> 91800, 91826, 96146	
Commodity Codes Descriptions	Consulting Services, Communications, and Interpreter Services	
Amount of Subcontract	\$ 26,412.24	22.41 %

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Section V — Disclosure of Non-Certified Subcontractors
(Duplicate as Needed)

Note:

- Fill in all the blanks (use "none" or "N/A" where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Second-Level Subcontractors as registered with the City of Austin.

Are Goals Met? Yes ☒ No ☐ If no, state reason(s) below and attach documentation:

Name of Non-Certified Subcontractor	RCLCO Robert Charles Lesser & CO.	
Vendor Code	ROB8309825	
Address/ City / State / Zip	221 W 6th Street, Suite 2030, Austin, TX 78701	
Contact Person & Phone #	Todd LaRue (512) 215-3157	
Fax & Email Address	TLaRue@rclco.com	
Commodity Codes	96129	
Commodity Codes Descriptions	Economic Impact Studies	
Amount of Subcontract	\$ 19,320	16.4% of Labor (12.8% of total fee) %
Reason Certified Firm not used	M/WBE Goals were met	
Name of Non-Certified Subcontractor	GO Workshop (DBA Civic Arts)	
Vendor Code	V00000943073	
Address/ City / State / Zip	4015 Avenue D Austin TX 78751	
Contact Person & Phone #	Lynn Osgood 512-796-3868	
Fax & Email Address	N/A lynn.osgood@civicarts.org	
Commodity Codes	91800, 91892	
Commodity Codes Descriptions	Consulting Services, Urban Planning Consulting	
Amount of Subcontract	\$ 19,800	16.8% of Labor (13.2% of total fee) %
Reason Certified Firm not used	M/WBE Goals were met	
Name of Non-Certified Subcontractor		
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Reason Certified Firm not used		
Name of Non-Certified Subcontractor		
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Reason Certified Firm not used		

Section VI — Disclosure of Second-Level Subcontractors (Duplicate as Needed)

Note:

- Fill in all the blanks (use "none" or "N/A" where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Second-Level Subcontractors as registered with the City of Austin.

Name of Second-Level Subcontractor	
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Amount of Subcontract	\$ _____ %
First-Level Subcontractor	
Name of Second-Level Subcontractor	
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Amount of Subcontract	\$ _____ %
First-Level Subcontractor	
Name of Second-Level Subcontractor	
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Amount of Subcontract	\$ _____ %
First-Level Subcontractor	
First-Level Subcontractor	
Name of Second-Level Subcontractor	
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:
Vendor Code	
Address/ City / State / Zip	
Contact Person & Phone #	
Fax & Email Address	
Commodity Codes	
Commodity Codes Descriptions	
Amount of Subcontract	\$ _____ %
First-Level Subcontractor	

Section VII — MBE/WBE Compliance Plan Check List

Is the stated project goal of the solicitation met?

Yes ☒ No ☐*(If no, complete and submit Section VIII Compliance Plan Check List)*

If the goals or subgoals were not achieved, all questions in Section VIII **must** be completed and **Good Faith Efforts** documentation must be submitted with the **MBE/WBE Compliance Plan**. The completion and submission of this form is not required if the above question is answered **Yes**.

Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?		
• Copy of written solicitation sent to MBE/WBEs in SLBP area 7 business days prior to the submission of this Compliance Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of advertisements placed in local publication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of notices sent to Minority and Women organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Documentation that demonstrates additional GFEs: <ul style="list-style-type: none"> ○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor ○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services ○ Efforts made to reach agreements with the MBE/WBEs who responded to Bidder's written notice 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals?

Yes ☐ No ☒

If yes, please explain: _____

Was SMBR contacted for assistance?

Yes ☐ No ☒

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

Were Minority or Women organizations contacted for additional assistance?

Yes ☐ No ☒

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request: _____

Section VII — MBE/WBE Compliance Plan Check List

Is the stated project goal of the solicitation met?

Yes ☒ No ☐

(If no, complete and submit Section VIII Compliance Plan Check List)

If the goals or subgoals were not achieved, all questions in Section VIII *must* be completed and Good Faith Efforts documentation must be submitted with the MBE/WBE Compliance Plan. The completion and submission of this form is not required if the above question is answered Yes.

Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?		
• Copy of written solicitation sent to MBE/WBEs in SLBP area 7 business days prior to the submission of this Compliance Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of advertisements placed in local publication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of notices sent to Minority and Women organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Documentation that demonstrates additional GFEs: <ul style="list-style-type: none"> ○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor ○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services ○ Efforts made to reach agreements with the MBE/WBEs who responded to Bidder's written notice 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals?

Yes ☐ No ☒

If yes, please explain: _____

Was SMBR contacted for assistance?

Yes ☐ No ☒

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

Were Minority or Women organizations contacted for additional assistance?

Yes ☐ No ☒

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request: _____

N/A stated project goal of the solicitation has been met

Appendix A

SECTION VIII — MBE/WBE COMPLIANCE PLAN CHECK LIST

The MBE/WBE *Compliance Plan* must be completed and submitted by the time specified in the solicitation documents. If the goals or subgoals were not achieved, Good Faith Efforts documentation must be submitted with the MBE/WBE *Compliance Plan*. All questions in Section VIII MUST be completed and submitted with the *Compliance Plan* if goals or subgoals are not met.

1. Were written notices sent to all MBE/WBEs from the Significant Local Business Presence (SLBP) availability list at least seven (7) business days prior to the submission of this *Compliance Plan*?

Yes ☐ No ☐

2. Were two separate methods used to contact all MBE/WBEs from the SLBP availability list at least seven (7) business days prior to the submission of this *Compliance Plan*? Please list the two methods used to contact MBE/WBEs (i.e. fax, email, mail, and/or phone)

Yes ☐ No ☐

List Methods: _____

3. Were steps taken to follow up with interested MBE/WBEs? Yes ☐ No ☐

4. Were advertisements placed with a local publication? i.e. newspaper, minority or women organizations, or electronic/social media?

Yes ☐ No ☐

5. Were written notices sent to Minority or Women organizations? Yes ☐ No ☐

6. Were additional elements of work identified to achieve the goals or subgoals?

Yes ☐ No ☐

If yes, please explain: _____

N/A stated project goal of the solicitation has been met

Appendix A

SECTION VIII — MBE/WBE COMPLIANCE PLAN CHECK LIST CONTINUED....

7. Was SMBR contacted for assistance? Yes ☐ No ☐

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

8. Were Minority or Women organizations contacted for assistance? Yes ☐ No ☐

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request: _____

9. Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals? *(Documentation is not limited to this list.)*

Yes ☐ No ☐ Copy of written solicitation sent to MBE WBEs in SLBP area.

Yes ☐ No ☐ Two separate methods of notices sent to MBE WBEs in SLBP area fax transmissions, emails, and/or phone log.

Yes ☐ No ☐ Copy of advertisements.

Yes ☐ No ☐ Copy of notices sent to Minority and Women organizations

Yes ☐ No ☐ Documentation that demonstrates efforts made to reach agreements with the MBE WBEs who responded to Bidder's written notice? i.e. copy of bids proposals, spreadsheet breakdown of MBE WBEs considered follow-up emails phone logs and/or correspondence between Bidder and interested MBE WBEs.

N/A stated project goal of the solicitation has been met

Appendix B

LETTER TO POTENTIAL SUBCONTRACTORS

_____ is soliciting Minority- and Women-Owned Business Enterprise participation for the following City of Austin project. Solicitation documents are available at our office or at One Texas Center, 505 Barton Springs Road, 10th Floor, Suite 1045 C-Congress Room.

Solicitation Name: _____

Solicitation Number: _____

Location of Pre-bid Conference (if any) _____

Response Due Date and Time: _____

This Project Includes the Following Scopes of Service:

- | | |
|-------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Insulation |
| <input type="checkbox"/> Carpeting | <input type="checkbox"/> Lab and Field Testing Services |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Demolition Services | <input type="checkbox"/> Masonry |
| <input type="checkbox"/> Doors and Frames | <input type="checkbox"/> Millwork |
| <input type="checkbox"/> Drilling | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Drywall | <input type="checkbox"/> Paving and Resurfacing |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Excavation Services | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Fabricated Steel | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Tile |
| <input type="checkbox"/> Glazing Services | <input type="checkbox"/> Weather and Waterproofing |
| <input type="checkbox"/> Hardware | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Heavy Construction Equipment | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Contact our office for detailed information on the scopes of services to be subcontracted and the relevant terms and conditions of the contract.

Contact: _____ at _____ or _____
(Name) (Telephone) (Fax)

(Email)

All Responses MUST be received by: _____

**CONTRACT BETWEEN THE CITY OF AUSTIN ("City")
AND
Asakura Robinson Company LLC ("Contractor")
for
Professional Consulting Services New Districts
MA 5500 NA190000177**

The City accepts the Contractor's Offer (as referenced in Section 1.1.3 below) for the above requirement and enters into the following Contract.

This Contract is between Asakura Robinson Company LLC having offices at 1224 E. 12th Street, Suite 310, Austin, TX 78702 and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of the date executed by the City ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number RFP 5500 RJZ3000.

1.1 This Contract is composed of the following documents:

- 1.1.1 This Contract
- 1.1.2 The City's Solicitation, RFP, 5500 RJZ3000 including all documents incorporated by reference
- 1.1.3 Asakura Robinson Company LLC Offer, dated May 14, 2019, including subsequent clarifications

1.2 Order of Precedence. Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:

- 1.2.1 This Contract
- 1.2.2 The City's Solicitation as referenced in Section 1.1.2, including all documents incorporated by reference
- 1.2.3 The Contractor's Offer as referenced in Section 1.1.3, including subsequent clarifications.

1.3 Term of Contract.

- 1.3.1 The Contract shall commence upon execution, unless otherwise specified, and shall remain in effect for an initial term of twelve (12) months. The Contract may be extended beyond the initial term for up to two (2) additional twelve (12) month periods at the City's sole option.
- 1.3.2 Upon expiration of the contract, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary for the City to re-solicit and/or complete the deliverables due under this Contract (not to exceed 120 calendar days unless mutually agreed on in writing).

1.4 Compensation. The Contractor shall be paid a total Not-to-Exceed amount of \$149,462.14 for the initial Contract term and 149,462.14 for each extension option as indicated in the Bid Sheet,

RFP Section 0600. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.

1.5 Clarifications and Additional Agreements. The following are incorporated into the Contract.

- 1.5.1 Exhibit D Marketing, Promotions and Communications
- 1.5.2 Exhibit E Third Party Contractor Requirements
- 1.5.3 Exhibit F Placemaking Process Requirements
- 1.5.4 Exhibit G District Strategy Requirements
- 1.5.5 Exhibit H Documentation Usage

This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.

In witness whereof, the parties have caused a duly authorized representative to execute this Contract on the date set forth below.

ASAKURA ROBINSON COMPANY LLC

CITY OF AUSTIN

MARGARET ROBINSON
Printed Name of Authorized Person

Ricardo Zavala
Printed Name of Authorized Person

M. ROBINSON
Signature

[Signature]
Signature

Principal
Title:

Procurement Specialist III
Title:

7/10/2019
Date:

8/26/19
Date:

List of Exhibits:

- Exhibit A City of Austin Request for Proposal, No. RFP 5500 RJZ3000, issued 4/15/19 and all amendments thereto ("RFP")
- Exhibit B Asakura Robinson Company LLC. Proposal dated 5/21/19 ("Contractor's Proposal")
- Exhibit C Section 0805, Non-Suspension_or_Debarment_Certification



**ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

Solicitation: RFP 5500 RJZ3000

Addendum No: 2

Date of Addendum: 5/13/19

This addendum is to incorporate the following changes to the above referenced solicitation:

- I. **Extension:** The proposal due date is hereby extended until Tuesday, May 21, 2019 at 2:00 PM CT.
- II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:

Ricardo Zavala, Procurement Specialist III
Purchasing Office, 512-974-2298

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.



**ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

Solicitation: RFP 5500 RJZ3000

Addendum No: 1

Date of Addendum: 5/7/19

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Questions and Answers:

Q1: Can I hire internal staff who are minorities to count towards meeting the 2.03% of the MBE/WBE goals?

A1: No. This will not count towards meeting the MBE/WBE goals. Only City certified independent contractors, firms and companies can count towards this goal.

Q2: If I have a City certified MBE/WBE firm already on board to meet all goals, do I still need to do Good Faith Efforts?

A2: No.

Q3: Can I have a firm who is City Certified as a MBE and a WBE and count both certificates to meet the goals?

A3: The 2.03% can be met with a firm dually certified as MBE/WBE for one or more commodity codes listed on the project's Availability List.

Q4: Is the application for new business districts online?

A4: No, it is not. It is expected to be available after the contract is approved by City Council.

Q5: Do you know where the districts will be located?

A5: No.

Q6: In Section 0600 1D Part IV and 1F Part VI, can we provide the same organizational chart?

A6: Yes.

Q7: In Section 0600 1E Part V, can we include subcontractor experience here?

A7: Yes. Please refer to Section 0600 4B stating you can include subcontractor experience.

Q8: Can you provide more than three prior experiences in our bid requested in Section 0600 1E?

A8: Yes. At minimum bidders are required to submit three prior experiences but can submit more than three.

Q9: Is there one major scope to this solicitation?

A9: No. Please refer to section 0500 1.1, 1.2 and 1.3 to see three main categories. Please refer to section 0600 section 4B to review categories which every bid will be scored upon to include different parts of the scope.

Q10: Is there any certification required for a vendor to be qualified to submit a bid?

A10: No certification is required for the prime vendor. Only MBE/WBE City certifications are required to meet goals.

Q11: What is the difference between commercial and neighborhood business district development on section 0500 1?

A11: The district terminology is flexible and self-identified by the district leadership. Commercial business districts tend to be located within major business corridors, while Neighborhood business districts identify more with the residential surroundings they are located within.

Q12: In the creation of the merchant's associations, what structured do those need to be in? Do they have to have dues?

A12: They are required to have a standard set of Bylaws and a Board of Directors, but City will allow merchant association to self-determine if they should be a 501c3, 501c4, 501c5 or 501c6, or an unincorporated entity. Dues are determined by the merchant's association upon development of their bylaws.

Q13: In section 0500 1.2.3 are these private or city efforts regarding capital improvement "plan"?

A13: The development and implementation of capital improvement plans can be any combination of private, public, or public/private partnerships. The expectation is to identify existing capital improvement plans, develop any new plans, and ultimately ensure that cost estimates are created to determine feasibility.

Q14: Is there any tourism component in the BDDP?

A14: Tourism components may be developed in the form of wayfinding and signage for the business district and should be included in any capital improvement plans.

Q15: If the districts selected do not already have an anchor retail with supermarkets, major restaurants and hotels, will this contract provide assistance in recruiting one?

A15: It is not required that a district have an anchor business located within its boundaries, and it is not the intention of the program to provide any business recruitment services.

Q16: Is there a range of how many businesses a vendor would have to work with once the districts are selected by the City?

A16: There is no established threshold, however through best practice management the City will evaluate boundaries with goals of ensuring the maximum size of districts do not exceed approximately 130 businesses

Q17: How does the City define bi-weekly?

A17: As every other week.

Q18: Will reports on selected districts be delivered any sooner than the documented 60 days?

A18: Upon selection of districts, any developed reports by the City will be delivered to the selected contractor, with goals to deliver reports well within the 60-day required time-frame.

Q19: In section 0500 3.1.5 please define partner?

A19: Partners can be defined as any and all stakeholders involved in the execution of any project associated with the district development process.

Q20: Please describe what photography entails?

A20: Photography elements includes pictures of the entire district, as well as the process associated with the implementation of any activation and placemaking projects, to include development, installation, and completion.

Q21: In Section 3.1.12 what does social media entail?

A21: Only entails social media posts pertaining to business districts selected in the contract by the City. It is not intended for normal business happenings that do not refer to the business district.

Q22: Please define business leadership team?

A22: The business leadership team is required to be made up of five businesses in the identified business district area. This will be a part of the application process.

Q23: In section 0500 3.2.2 are stakeholder's property owners, business owner, operators, employees?

A23: Yes, they are all the above.

Q24: How many meetings do we need to complete for the year?

A24: Please refer to section 0610. The BDDP document provides a detailed outline of the minimum required meetings with business district leadership, as well as district-wide meetings.

Q25: Is the \$15,000 for new business district separate from contract award?

A25: No, the \$15,000 budget line item for placemaking is included within the \$150,000 threshold where the City will not consider any bid over \$150,000.

Q26: What is the district training consist of?

A26: District training services are provided by a separate contractor, who will assist business districts in various organizational formation trainings, and access to pro-bono legal services.

Q27: Are the steps listed in the BDDP required or just guidelines?

A27: The BDDP was developed to be an easy to use guide for district development formation, based on best practice research and experience with the development of previous districts to address efficiency. The City will require the contractor to follow the BDDP, however adjustments may be made upon the approval of the contractor and City once awarded.

Q28: What occurs upon conclusion of the year of services to the district?

A28: Upon completion of the contractual obligations to the district by the selected contractor, the contractor will no longer be required to provide any services to the district.

Q29: Is the selection process of the new districts the same as last rounds?

A29: No, the districts will be selected through a competitive application process.

Q30: Will the City be requiring interviews with potential contractors?

A30: Potential contractor interviews will be optional, if deemed needed upon the conclusion of scoring based on the evaluation methods outlined in the RFP.

II. **Additional Information:** Please see the attached additional information.

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: Ricardo Zavala, Procurement Specialist III
Purchasing Office, 512-974-2988

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.



CITY OF AUSTIN, TEXAS
Purchasing Office
REQUEST FOR PROPOSAL (RFP)
OFFER SHEET

SOLICITATION NO: RFP 5500 RJZ3000

DATE ISSUED: April 15, 2019

REQUISITION NO.: RQM 5500 18110600088

COMMODITY CODE: 91800, 91826, 96129,
96146, 96546

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

Primary:

Ricardo Zavala, MPA

Procurement Specialist III

Phone: 512-974-2988

E-Mail: Ricardo.zavala2@austintexas.gov

Secondary:

Lynnette Hicks, MBA

Procurement Specialist IV

Phone: (512) 974-3349

E-Mail: Lynnette.hicks@austintexas.gov

COMMODITY/SERVICE DESCRIPTION: Professional Consulting
Services New Districts

PRE-PROPOSAL CONFERENCE TIME AND DATE: April 30,
2019 at 9:00 a.m., CT

CONFERENCE CALL-IN: 512-974-9300, access code 968108

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

PROPOSAL DUE PRIOR TO: May 14, 2019 at 2:00 p.m. CT

PROPOSAL OPENING TIME AND DATE: May 14, 2019 3:00pm
CT

COMPLIANCE PLAN DUE PRIOR TO: May 14, 2019 at 2:00 pm
CT

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

LIVE SOLICITATION OPENING ONLINE: For RFP's, only the
names of respondents will be read aloud

For information on how to attend the Solicitation Closing online,
please select this link:

<http://www.austintexas.gov/departments/bid-opening-webinars>

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired, as shown below:

Address for US Mail (Only)	Address for FedEx, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # RFP 5500 RJZ3000	Purchasing Office-Response Enclosed for Solicitation # RFP 5500 RJZ3000
P.O. Box 1088	124 W 8th Street, Rm 310
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY (USB FLASH DRIVE) OF YOUR RESPONSE

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 4 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200 V2	STANDARD SOLICITATION INSTRUCTIONS, UPDATED JUNE 26, 2018	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	7
0500	SCOPE OF WORK	11
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	6
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0610	BUSINESS DISTRICT DEVELOPMENT PROCESS	3
0700	REFERENCE SHEET – Complete and return	1
0800	NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION–Complete and return	2
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810 V2	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION, UPDATED JUNE 26, 2018	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0840	SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE – Must be completed and returned	50

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the * Sections are available on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: _____

Company Address: _____

City, State, Zip: _____

Vendor Registration No. _____

Printed Name of Officer or Authorized Representative: _____

Title: _____

Signature of Officer or Authorized Representative: _____

Date: _____

Email Address: _____

Phone Number: _____

*** Proposal response must be submitted with this signed Offer sheet to be considered for award**

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS
Professional Consulting Services New Districts**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by May 1, 2019 by 2:00 pm CT to Ricardo.zavala2@austintexas.gov.

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office
P. O. Box 1088
Austin, Texas 78767

OR

PURInsuranceCompliance@austintexas.gov

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.

**CITY OF AUSTIN
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- (b) Contractor/Subcontracted Work.
 - (c) Products/Completed Operations Liability for the duration of the warranty period.
 - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
 - (2) The policy shall also include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
 - iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
 - (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
- C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.
3. **TERM OF CONTRACT:**
- A. The Contract shall commence upon execution, unless otherwise specified, and shall remain in effect for an initial term of twelve (12) months. The Contract may be extended beyond the initial term for up to two (2) additional twelve (12) month periods at the City's sole option. If the City exercises any extension option, all terms, conditions, and provisions of the Contract shall remain in effect for that extension period, subject only to any economic price adjustment otherwise allowed under the Contract.
 - B. Upon expiration of the initial term or any period of extension, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary for the City to re-solicit and/or complete the deliverables due under this Contract. Any hold over period will not exceed 120 calendar days unless mutually agreed on by both parties in writing.
 - C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
 - D. Prices are firm and fixed for the first twelve (12) months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.
4. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.
5. **INVOICES and PAYMENT:** (reference paragraphs 12 and 13 in Section 0300)

**CITY OF AUSTIN
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- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.

Invoices shall be mailed to the below address:

	City of Austin
Department	Economic Development Department
Attn:	Nicole Klepadlo, Redevelopment Project Manager
Address	P.O. Box 1088
City, State Zip Code	Austin, Texas 78767

- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.
6. **RETAINAGE:** The City will withhold ten (10) percent (%) retainage until completion of all work required by the Contract. The Contractor's invoice shall indicate the amount due, less the retainage. Upon final acceptance of the work, the Contractor shall submit an invoice for the retainage to the City and payment will be made as specified in the Contract. Payment of the retainage by the City shall not constitute nor be deemed a waiver or release by the City of any of its rights and remedies against the Contractor for recovery of amounts improperly invoiced or for defective, incomplete or non-conforming work under the Contract.

7. **LIVING WAGES:**

The City's Living Wage Program, Rule R161-17.14, is located at:

<http://www.austintexas.gov/edims/document.cfm?id=277854>

- A. The minimum wage required for all Contractor Employees (and all tiers of Subcontracting) directly assigned to this City Contract is \$15.00 per hour, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. The City requires Contractors submitting Offers on this Contract to provide a certification (**see the Living Wages Contractor Certification included in the Solicitation**) with their Offer certifying that all Contractor Employees (and all tiers of Subcontracting) directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$15.00 per hour. The certification shall include a list of all Contractor Employees (and all tiers of Subcontracting) directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- C. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA).
- D. The Contractor shall provide to the Department's assigned Contract Manager with the first invoice, individual Employee Certifications for all Contractor Employees (and all tiers of Subcontracting) directly assigned to the contract. The City reserves the right to request individual Employee Certifications at any time during the contract term. Employee Certifications shall be signed by each

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Contractor Employee (and all tiers of Subcontracting) directly assigned to the contract. The Employee Certification form is available on-line at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.

- E. Contractor shall submit employee certifications for Contractor Employees (and all tiers of Subcontracting) annually on the anniversary date of contract award with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract. The Employee Certification Forms shall be submitted for Contractor Employees (and all tiers of Subcontracting) added to the contract and/or to report any employee changes as they occur.
- F. The Department's assigned Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records required in paragraph C above to verify compliance with this provision.

8. NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:

- A. On June 14, 2018, the Austin City Council adopted Ordinance No. 20180614-056 replacing Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly had communication restricted in the ordinance section 2-7-104 during the No-Lobbying Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: https://assets.austintexas.gov/purchase/downloads/New_ALO_Ordinance_No_20180614-056.pdf and is also included in the Solicitation, Section 0200 V2, Solicitation Instructions June 26, 2018.

9. NON-SOLICITATION:

- A. During the term of the Contract, and for a period of six (6) months following termination of the Contract, the Contractor, its affiliate, or its agent shall not hire, employ, or solicit for employment or consulting services, a City employee employed in a technical job classification in a City department that engages or uses the services of a Contractor employee.
- B. In the event that a breach of Paragraph A occurs the Contractor shall pay liquidated damages to the City in an amount equal to the greater of: (i) one (1) year of the employee's annual compensation; or (ii) 100 percent of the employee's annual compensation while employed by the City. The Contractor shall reimburse the City for any fees and expenses incurred in the enforcement of this provision.
- C. During the term of the Contract, and for a period of six (6) months following termination of the Contract, a department that engages the services of the Contractor or uses the services of a Contractor employee will not hire a Contractor employee while the employee is performing work under a Contract with the City unless the City first obtains the Contractor's approval.
- D. In the event that a breach of Paragraph C occurs, the City shall pay liquidated damages to the Contractor in an amount equal to the greater of: (i) one (1) year of the employee's annual compensation or (ii) 100 percent of the employee's annual compensation while employed by the Contractor.

10. WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID):

- A. Access to the Economic Development Department building by the Contractor, all subcontractors and their employees will be strictly controlled at all times by the City. Security badges will be issued by the Department for this purpose. The Contractor shall submit a complete list of all persons requiring access to the Economic Development Department building at least thirty (30) days in advance of their need for access. The City reserves the right to deny a security badge to any Contractor personnel for reasonable

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cause. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's submittal.

- B. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) days of the receipt of notification of denial.
- C. Contractor personnel will be required to check in at the security desk when entering or leaving the Economic Development Department building and security badges must be on display at all times when in the building. Failure to do so may be cause for removal of Contractor Personnel from the worksite, without regard to Contractor's schedule. Security badges may not be removed from the premises.
- D. The Contractor shall provide the City's Contract Manager with a list of personnel scheduled to enter the building, seven days in advance. The list shall identify the persons by name, date of birth, driver's license number, the times that they will be inside the building and the areas where they will be working. Only persons previously approved by the City for the issuance of security badges will be admitted to the building.
- E. The Contractor shall comply with all other security requirements imposed by the City and shall ensure that all employees and subcontractors are kept fully informed as to these requirements.

11. ECONOMIC PRICE ADJUSTMENT:

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first twelve (12) months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed twenty (20) percent (20%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.
- D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
 - i. The following definitions apply:
 - (1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
 - (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.

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- (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
- ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
- (1) Utilize final Compilation data instead of Preliminary data
 - (2) If the referenced index is no longer available shift up to the next higher category index.
- iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 100%	
Database Name: PPI industry data for Management consulting services	
Series ID: PCU541610541610	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: United States	
Description of Series ID: PPI industry data for Management consulting services	
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: all	

- E. **Calculation:** Price adjustment will be calculated as follows:

Single Index: Adjust the Base Price by the same factor calculated for the index change.

Index at time of calculation
Divided by index on solicitation close date
Equals Change Factor
Multiplied by the Base Rate
Equals the Adjusted Price

- F. If the requested adjustment is not supported by the referenced index, the City, at its sole discretion, may consider approving an adjustment on fully documented market increases.

13. **OWNERSHIP AND USE OF DELIVERABLES:** The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.

- A. **Patents:** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.
- B. **Copyrights:** As to any Deliverable containing copyrighted subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 36 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered work made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute,

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acknowledge, and deliver an assignment to the City of Austin) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.

- C. **Additional Assignments:** The Contractor further agrees to, and if applicable, cause each of its employees to execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns, and nominees, the sole and exclusive right, title, and interest in and to the Deliverables, The Contractor's obligations to execute acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 36 A., B., and C. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should arise to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph above.

14. **CONTRACT MANAGER:** The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

Nicole Klepadlo, Redevelopment Project Manager

Nicole.klepadlo@austintexas.gov

512-974-7739

*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

CITY OF AUSTIN PURCHASING OFFICE
SECTION 0500: SCOPE OF WORK
RFP 5500 RJZ3000
PROFESSIONAL CONSULTING SERVICES NEW DISTRICTS

1.0 PURPOSE

The purpose of this solicitation is to obtain consulting services from an individual firm or team of firms (hereafter referred to as "Contractor") to assist The City of Austin, hereinafter referred to as the "City", in supporting place-based economic development work, specific to commercial and neighborhood business district development. The services to be rendered through this solicitation will support and lead services within the three core components of a City prepared standardized Business District Development Process (BDDP) including, community organizing and education, enhancing place and economic growth. The Contractor shall utilize the standardized Business District Development Process framework to support all deliverables within the scope of work. A list of what is included in the BDDP can be found in Resources section of the Scope of Work. The City anticipates to secure a contract for one (1) year with two (2) twelve (12) month renewal options. Services broadly to be rendered within the scope of work of this solicitation include:

1.1 Community Organizing

- 1.1.1 Inclusive and intensive community engagement with businesses and commercial property owners
- 1.1.2 District merchant association formation including election of a Board of Directors and executable bylaws
- 1.1.3 Community consensus building
- 1.1.4 Capacity and leadership building and development
- 1.1.5 Development of district mission and vision

1.2 Enhancing Place

- 1.2.1 Development of authentic district identity graphics
- 1.2.2 Evaluate public realm conditions and develop consensus around ways to enhance place
- 1.2.3 Generate an enhancement project capital improvement "plan" including cost estimates, sequencing and means to leverage other nearby Capital Improvement Plan projects
- 1.2.4 Place enhancing project identification and implementation that is inclusive of all businesses and is an equitable benefit to all
- 1.2.5 Identify cultural and historical assets
- 1.2.6 Identify and recommend strategies to leverage overlapping current and historical City initiatives, policy and community efforts to ensure continuity and representation in specific geographic area

1.3 Economic Growth

- 1.3.1 Analysis of economic market conditions including retail and commercial demand and characteristics
- 1.3.2 Report on district metrics through the BDDP
- 1.3.3 Understanding and evaluation of preservation and retention needs or challenges in a District
- 1.3.4 Summarize the work of all three activities into a succinct, readable District Economic Strategy for the use of the business merchants and property owners

2.0 BACKGROUND AND CONTEXT

Program Initiative:

The Economic Development Department's Souly Austin Program

<https://austintexas.gov/soulyatx>) a place-based economic development Program focused on creating and retaining strong, vibrant, culturally rich and diverse neighborhood business districts throughout Austin. Neighborhood business districts contribute to the soul and economic vibrancy of Austin by providing access to jobs, day to day services and amenities, entertainment, food, culture, history, community and more.

Place-based economic development anchored in business districts is a key part of accomplishing key policy directives such as developing "complete communities" (see **Policy Framework**). The experience of unique places with distinctive identities is a crucial part of modern retail. This is particularly important for small and local businesses that can develop greater awareness and economic impact by cooperating on district events, place-branding, and creating an appealing, high-quality shared public realm. Business districts are also key amenities that encourage pedestrian and bike traffic, and function as hubs for multimodal transit. The most effective commercial districts offer a mixture of retail, restaurants, services, arts, and music that appeal to nearby residents while creating a coherent destination for visitors.

These neighborhood and commercial business districts are key centers of retail and employment in Austin. They include thousands of workers in retail, restaurant, and office sectors. Additionally, they include some of the city's most iconic live music and performing arts venues, as well as creative sector businesses, galleries, and nonprofits. They also include anchor retail with supermarkets, major restaurants, and hotels.

The Program is one resource from the Economic Development Department's array of resources for small business support. However, its approach is unique as its focus is on place-based economic development predicated on fostering strong merchant associations – business district associations that have the capacity to carry out activities that benefit the district through consensus on a shared vision for business district. . The Program was developed based on national best practices from similar place-based economic development approaches including programs in Seattle (<http://onlyinseattle.org/>) Portland (<http://ventureportland.org/>), San Francisco (<https://sf-planning.org/invest-neighborhoods>), Oklahoma City (<https://www.okc.gov/departments/planning/programs/commercial-districts>), and Minneapolis (http://www.minneapolismn.gov/cped/ba/cped_great_streets_home). To date the program has assisted six business districts all of which are anchored by merchants associations.

Historically the program has assisted two new business districts annually with the grassroots leadership of the business community and their interest and commitment to working with the program. Throughout program evaluation, the program in FY19-20 will administer an application process for the inclusion of two new districts to receive services through Souly Austin. The application process ensures an equitable approach and opportunity for interested areas citywide to garner the leadership and commitment early in the Business District Development Process (BDDP), resulting in a higher success rate including robust participation, successful formation of a merchants association and continued business owner interest throughout the development of the association formation. A core principle of the Souly Austin program is that the merchants associations supported are self-sustaining entities after five years of resources through the City of Austin. The scope of work tasks ensure the successful onboarding of new merchants associations and also serve to build capacity and leadership that continue beyond the years of support. Per the BDDP if an area does not participate adequately and leadership is not secured despite a good faith Contractor and City staff effort, another district will be substituted for

Policy Framework

Place based economic development through the development and sustainment of neighborhood and commercial business districts aligns with several City Council policies, directives and initiatives underway. These areas of alignment demonstrate the business case for dedicating resources to place based economic development efforts and specifically measuring success.

A core principle of the City's comprehensive plan, [Imagine Austin](#) (2010), is fostering "complete communities" whereby residents of all incomes, racial and ethnic backgrounds can live close to where they work, shop and socialize. Doing so mitigates transportation costs, builds community, lessens the taxpayer burden on maintaining or building public infrastructure and enables a more vibrant live/work environment. Neighborhood and commercial business districts through place based economic development assists in achieving the goals outlined within Imagine Austin, as these are the hubs for social, economic, cultural and basic day to day amenities. Imagine Austin envisions the integration of small businesses into compact, walkable communities and districts.

City Council's adopted [Strategic Direction 2023](#), identified key goals for City policies and programs, preferred strategies for achieving those goals, and metrics by which success in their achievement shall be measured. The place based economic development work in this scope aligns with several Strategic Direction 2030 strategies and metrics.

Coming out of the Great Recession, Austin has witnessed a rapid increase in lease and sale prices of both residential and commercial product particularly since 2012. This rapid escalation of cost to lease or own commercial and residential space has amplified the urgency for the City to take assertive measures to bring about "complete communities." As a result, the City has undertaken numerous initiatives to counter the displacement of businesses and residents who are most vulnerable to the significant prices escalation of rent. In January 2018, the City Auditor summarized those efforts in a [Special Report](#) in support of the Anti-Displacement Task Force ([City Council Resolution 20170817-053](#)) convened in January for a year-long analysis and recommendations on the matter.

In 2014 the Austin City Council adopted a **Complete Streets Policy**. This Policy promotes the development of Austin's street network in a way that is multimodal and enhances public safety and the aesthetics of the public realm.

The **Cultural Tourism Plan** developed by the Cultural Arts Division of the City describes the value of tourism related to arts, music, and culture, and outlines key strategies to enhance that value in the Austin area.

In 2018, the Cultural Arts Division of the City released two major studies around arts and cultural districts. **Thriving in Place** is a guiding policy document that outlines the importance and impact of focused cultural districts for the preservation of art and music culture.

The **Cultural Assets Mapping Project (CAMP)** is a Cultural Arts Division initiative to combine geospatial data with community charrettes and other feedback avenues. Thriving in Place identifies Souly Austin, a core component of this scope as complementary program that supports place-based economic development in a community-driven process. Place-based business districts are often key sites for the emergence and preservation of arts and music organizations and attractors.

3.0 SCOPE OF WORK

The Contractor shall carry out the below tasks within the timelines agreed upon by the City and Contractor within the contract term. The Contractor shall be responsible for completing the scope of work which will provide services to two (2) new business districts in Austin (hereafter referred to as “ new business districts”) The new business districts will be selected via an application process after the contract has been awarded to ensure City Council approval of wrap around services for new business districts through the program. City will carry out the selection of the new business districts. The awarded Contractor shall not be part of the selection process. The scope of work providing services to new business districts shall be completed within the contract term of twelve (12) months.

Based on staff experience in facilitating the Souly Austin Program since its inception a standardized Business District Development Process (BDDP) process has been created. The BDDP was created to robustly support this contract to efficiently allocate and honor scarce time and resources among the Contractor, business stakeholders and City. The BDDP is the day to day operational framework for Souly Austin and is designed with a concentration of activities within the first six to ten months of the contract term. Size of the district, business availability and if milestones are achieved throughout the process have been considered in the development of the BDDP. The Contractor shall use the BDDP as the standardized process for production of deliverables within the scope of work. Items that are not inclusive within the BDDP will be noted in the expected deliverables below.

The BDDP provides standardized City approved templates, documents, educational materials, agendas, forms, trainings, metrics and resources required of the Contractor to use as part of the deliverables of this contract. A complete list of what is included in the BDDP is included in the resources section of the Scope of Work. The BDDP will be shared with the awarded Contractor upon execution of the contract. A set staffing plan, lessons learned, an understanding of our target audience and program efficiencies desired, limit changes to the BDDP and corresponding timeline. Any modifications to the items within the BDDP that demonstrate the best interest of the Districts progress and accommodate specific needs, sensitives and context will be considered and approved by the City.

3.1 Project Initiation, Coordination and Management

3.1.1 Contractor Shall:

3.1.2 Deliverables:

- 3.1.3 Participate in bi-weekly check in calls or in person meetings set by the City will in collaboration with the Contractor; provide agendas two (2) days prior to each check in; provide summaries of each check in within two (2) business days. Meeting agenda template and summary document to be provided by the City within the BDDP. To be completed throughout the contract term and may decrease or increase dependent on the work flow.
- 3.1.4 Review existing reports, regulatory documents, and city initiatives, policy and community efforts, current and historical, within specific geographic area and analyze them based on relevance to district economic development and enhancement. Documents to be provided electronically by the City within 60 days of contract execution.
- 3.1.5 Provide all project coordination including meetings, phone calls, emails, surveys, etc. towards the successful implementation of place enhancing project(s) including the City in all correspondence with partners throughout the contract term.

- 3.1.6 Tour the new business districts in person either by car or walking, to be determined in collaboration with the City and the Contractor within 60 days of contract execution.
- 3.1.7 Provide professional photography for place enhancing projects(s); not to exceed total of 100 professional photos for new business district projects. To be completed 60 days before contract completion.
- 3.1.8 Provide meetings summaries for each meeting both with City team, partners, and business stakeholders. Summaries must be completed within two days of meeting and submitted to the City via email in a word document. Meeting agenda template and summary document to be provided by the City within the BDDP.
- 3.1.9 Provide lists of businesses reached after each round of outreach within two (2) days of outreach completion via email in a word document. Engagement tracking template to be provided by the City within the BDDP. Inclusive of business name, communication type, contact information.
- 3.1.10 Provide adequate and timely interpretation and translation services to meet all engagement needs. Translation and interpretation at a minimum to include access to, Spanish, Vietnamese, and Mandarin languages. Translation services plan should be clearly demonstrated in the RFP proposal response.
- 3.1.11 The Contractor shall produce and maintain a basic set of data related to all engagement activities. This data will be shared with the City bi-weekly in an excel format and used to benchmark outreach and participation levels in the district. Engagement tracking template to be provided by the City within the BDDP. Inclusive of business name, communication type, contact information.
- 3.1.12 Review and provide content for press releases and social media communications as needed throughout the contract term.
- 3.1.13 Graphic design production through the use of InDesign and Photoshop for press releases and social media communications as needed throughout the contract term.
- 3.1.14 Submit all media inquiries to City's Contract Manager within 24 hours. Contractor shall not represent the City on media requests.
- 3.1.15 Provide all documents in Microsoft office formats including PowerPoint, Excel and Word as applicable to each document; Provide all GIS shapefiles and data layers, tables and charts in excel data bases; Provide all photos in PNG and JPEG files; Documents and files must be available to the City during the duration of the contract term and final and draft documents and files should be provided at the completion of the contract term.

3.2 Community Organizing Activities

The Souly Austin Program is deeply rooted in community organizing, business leadership and education. The BDDP acknowledges that the availability of business owners and consistent participation are challenging due to the complex schedules of businesses. The BDDP takes into account these considerations and has established realistic milestones as well as mechanisms to ensure the process accommodates the stakeholders and maximizes the limited time that may be available with them. The BDDP ensures that all community organizing activities are inclusive of all business types and provide a

demonstrated and documented approach towards efforts to reach all business stakeholders in a specific district. Business owners, operators, commercial property owners, and employees of businesses

The BDDP provides standardized educational materials, outreach tracking templates, surveys, meeting flyer templates.

3.2.1 Community Organizing Deliverables:

- **Contractor shall complete organizing deliverables as provided below:** Participation thresholds have been set in the BDDP to ensure an inclusive approach that reflects input from district stakeholders and secured business leadership throughout the process. The participation targets below include participation through attending the meeting listed, or responding to online or door-to-door surveying after the meeting. These percentages are based on brick-and-mortar businesses in the District as defined by the Association during the formation process. If these targets are not met the Contractor, business leadership team and City of Austin will determine if the District is best positioned to move forward in the merchant association process without additional outreach being required of the Contractor or City.

3.2.1.1 Open House: 20%

3.2.1.2 District Meeting 1: 40%

3.2.1.3 District Meeting 2: 50%

3.2.1.4 District Meeting 3: 60%

3.2.1.5 Throughout process: 75%

3.2.1.6 District Name Vote: 50%+1 Minimum Required

3.2.1.7 District Formation Vote (Board, Logo, Tagline): 50%+1 Minimum Required

3.2.2 **Deliverable:** Successfully educate stakeholders which are inclusive of business owners, operators, commercial property owners, employees (hereafter referred to as “district stakeholders”) in new business districts. Educational materials provided in the BDDP. Share educational materials in all engagement activities throughout the contract term including door to door, surveys, meetings, phone calls and email. **Educate a minimum 75% of district stakeholders by the end of the contract term.**

3.2.3 **Deliverable:** Complete not to exceed six (6) rounds of door to door outreach prior to District Open Houses including the completion of a business survey within new business districts. Survey provided in the BDDP. Three (3) rounds of door to door outreach in each new districts. Deliverable should be completed within 45 days of the scheduled Open Houses. Open Houses will be scheduled within 90 days of the Contract start date. **Completion of surveys by a minimum of 75% of district by the end of the contract term.**

3.2.4 **Deliverable:** Outreach to a minimum 75% of district stakeholders per new business District by the end of the contact term. Engagement tracking template provided in the BDDP.

3.2.5 Merchant Association District Development Deliverables

3.2.6 **Contractor shall complete district development deliverables as provided below:** Complete the formation of two (2) business district merchants associations registered with the City Community Registry Process. Association formation process support documents provided in the BDDP.

3.2.6.1 **Deliverable:** Lead, and co-lead including facilitation in partnership with the City not to exceed (12) twelve business leadership team meetings, total (6) in each new business district. Meetings must complete the following 3.2.6.1.1 through 3.2.6.1.6 and must be documented in meeting summaries within two days of stakeholder meetings. Meeting summary template and support documents to achieve the following are provided in BDDP. Deliverables must be achieved within 180 days from contract execution and in adherence with the BDDP agendas provided unless otherwise noted within the scope of work, or administratively approved by the City's Contract Manager.

- 3.2.6.1.1 District boundaries establishment
- 3.2.6.1.2 District name completion and adoption
- 3.2.6.1.3 District Training (total 2 per district minimum)
- 3.2.6.1.4 Mission and vision completion and adoption
- 3.2.6.1.5 Bylaws completion and adoption
- 3.2.6.1.6 Board elections completion

3.2.6.2 **Deliverable:** Lead, and co-lead including facilitation in partnership with the City not to exceed twelve (12) meetings with district stakeholders to include six (6) meetings in each new business district. Meetings must complete the following 3.2.6.2.1 through 3.2.6.2.13 and must be documented in meeting summaries within two days of district stakeholder meetings. Meeting summary template and support documents to achieve the following are provided in the BDDP. Deliverables must be achieved within 180 days from contract execution and in adherence with the BDDP agendas provided unless otherwise noted within the scope of work, or administratively approved by the City's Contract Manager.

- 3.2.6.2.1 District boundaries consensus and adoption
- 3.2.6.2.2 District name consensus and adoption
- 3.2.6.2.3 Merchant Association bylaws input
- 3.2.6.2.4 Merchant Association Board nominations and elections
- 3.2.6.2.5 Mission and vision completion and adoption within
- 3.2.6.2.6 Consensus built District priorities built on place evaluation activities provided in the BDDP including items such as transportation, right of way conditions, beautification, and compatibility.
- 3.2.6.2.7 Development of District Strategies for Strategy within 60 day of contract completion date. Template provided within the BDDP.
- 3.2.6.2.8 Analysis and integration of economic market conditions, including retail or commercial demand and characteristics to be completed within 60 days of contract execution or approval of District assignment
- 3.2.6.2.9 Generation of cost estimates for district enhancements including a finalized district enhancement map; updated baseline formulas to be provided to Contractor by the City within 60 days of contract completion date. Template provided within the BDDP.
- 3.2.6.2.10 Identification of District assets including historical, heritage, cultural, social, and or others identified
- 3.2.6.2.11 District branding completion including logo and tagline adoption.
- 3.2.6.2.12 District stakeholder mixer which may include a walk if applicable to the new business district. Mixer attendance must include 40% of the total business population within the District. Template provided within the BDDP
- 3.2.6.2.13 Identification and implementation of Place enhancing Project(s) within allocated budget. To be completed within 45 days of contract completion. Template provided within the BDDP.

3.2.6.3 **Deliverable:** Complete not to exceed twelve (12) rounds outreach to support new business District meetings. One (1) round of door to door outreach is required prior to each meeting. Door to door outreach success is defined as speaking with the business owner, employee, and business

operator to be tracked and provided to the City on a bi-weekly basis. If this does not occur a best demonstrated effort to reach the business through email, phone or survey is required per each round of outreach. An engagement tracking template and survey tracking template is included in the BDDP. Achieve an outreach rate during each round of outreach at a minimum of 75% of businesses within a new business districts.

3.2.6.4 Deliverable Achieve an overall business participation rate of 75% within 90 days of contract completion date within each new business district. Documented business participation is defined as meeting attendance, survey completion, and all voting items, participation in major events through the Program and or are members of the merchant association during the formation process. Documented efforts and challenges to achieve this business participation rate will be accepted for consideration which must include engagement tracking template completed.

3.2.6.5 Deliverable: Completion of a community organizing summary for each new business district

3.2.6.5.1 Summary not to exceed ten pages provided to the City in a word document, template provided in the BDDP.

3.2.6.5.2 Provide detailed information and statistics on outreach and education of stakeholders through all engagement activities including meetings, one on ones, phone, email, door to door, etc. Engagement and survey tracking template included in the BDDP will assist in this information production.

3.2.6.5.3 Identified successes or challenges to all community organizing and engagement activities

3.2.6.5.4 Identified recommendations and evaluation of community organizing component of the BDDP

3.2.6.5.5 Merchant Association lessons learned

3.3 Economic Development Strategy

Through a robust community engagement process, place evaluation allows the City and Contractor team to understand consensus driven priorities for projects, programs, and policy that merchants association and their business members believe will best position their business district for success. The BDDP provides opportunities for businesses to share in detail their priorities for the District and Merchants Association that overall support the district vision and merchant association mission. The community organizing and engagement activities allow district stakeholders to build consensus and capacity around such priorities.

The Economic Development Strategy is the living business plan shared among the district stakeholders. The strategy is structured to assist the stakeholders in identifying short, medium and long term action items to benefit the District. Priorities that live as strategies in this document often vary across districts based on location, but overall themes to date among all districts served through the Program include; support economic growth through revenue generation and increase in patrons, connectivity and walkability, preservation and promotion of culture and heritage, and beautification of the Districts. At the core economic data is used to provide a foundation for all to understand the economic context of the commercial areas and the potential opportunities or challenges businesses may experience.

All components of the District Economic Strategy must be completed by the Contractor. Narrative content must be written in a professional and appropriate manner and demonstrate an understanding of how priorities identified are connected to the economic lens of the District. The District Economic Strategy is not a planning, regulatory or zoning document. It should not make land use or zoning recommendations. The District Economic Strategy must integrate economic analysis and indicators to understand the stability or pressures the Districts may be facing. A template for the District Economic Strategy will be provided as part of the BDDP.

- 3.3.1 **Contractor shall complete deliverables as provided below:** Produce Economic District Strategy documents that follow the provided strategy document template provided in the BDDP 60 days before contract completion. Strategy document should be shared in the appropriate design files and include all charts, graphics, maps, tables, and graphics inclusive in the document. An outline of the Economic District Strategy is included in the resource section of the RFP.

3.4 Strategy Execution: Place Activation and Identity branding

Deliverable: Contractor shall be responsible for implementing temporary and/or permanent place enhancing project(s) that have been identified and vetted through contract activities and best practices with the district stakeholders in the new business districts within 60 days of contract completion. Examples of project executed to date are available in the resources section of this RFP. The Contractor shall be responsible for implementation which is inclusive of acquiring permits, city approvals, ownership, agreements, materials and supplies, working with artists, curators, fabricators, etc. The approach for identifying place enhancing projects is provided in the BDDP. Projects must be allocated \$15,000 per new business district for implementation. Projects should be scaled and presented to the stakeholders within the means of the budget. Project(s) requirements include:

- 3.4.1 Project(s) must consider and demonstrate that concepts were built on ideas or desires from activities in all engagement activities. Demonstration includes consistent themes from all engagement activities.
- 3.4.2 Up to three bids on each component must be provided to the City will evaluate costs, timeline, materials, and demonstration of expertise. Bids must be provided before projects will be approved by the City Contract Manager.
- 3.4.3 A Merchant Association, District stakeholder, and/or membership vote is required to select a project
- 3.4.4 Project must achieve a desired community benefit that the district stakeholders provide through engagement activities.
- 3.4.5 Projects must engage partnerships. A minimum of two partnerships with supporting organizations or stakeholders that do not represent the business community are required of each project.
- 3.4.6 Metrics of the project at completion must demonstrate an increase in revenue and patrons in new business districts, through reported anecdotal and measurable data.
- 3.4.7 Project updates must be provided to the district stakeholders monthly through communication methods such as email, meetings, social media, or surveys.
- 3.4.8 A public relations plan for each project must be completed at the time of project selection. \$5,000 per new business district must be spent on public relations including media buys, ad's, printing, programmatic, social media and videography. A public relations plan template is provided as part of the BDDP.
- 3.4.9 Metrics for the project must be captured throughout the project including:
 - 3.4.9.1 Number of media hits, coverage
 - 3.4.9.2 Number of businesses engaged
 - 3.4.9.3 Number of partnerships secured
 - 3.4.9.4 Private investment secured
 - 3.4.9.5 Sales data or anecdotal information
 - 3.4.9.6 Attendance / patron / Customer data
 - 3.4.9.7 Support to local creative sector industry including musicians and local business
- 3.4.10 **Contractor shall complete deliverables as provided below:** Lead and facilitate the development of a District brand for new business districts. A district brand must include the production of a district logo project and tagline. Expertise needed for this deliverable as part of the RFP includes professional(s) with graphic design, place-branding and promotions expertise.

3.4.10.1 The production of the District brand process must include:

- 3.4.10.1.1 Preliminary draft logo options, total five for each new business District in graphic design format applicable
- 3.4.10.1.2 Preliminary draft tagline options, total five for each new business District
- 3.4.10.1.3 A process developed by the professional graphic design, place-branding and promotions expertise to solicit feedback and input from District stakeholders is a requirement of this deliverable. The process must be approved by the City's Contract Manager before being executed and must be within the budgeted allocation.
- 3.4.10.1.4 Demonstrated adoption of District brand, including adoption of District logo and tagline by District stakeholders through in person, and survey voting. Voting template provided in the BDDP.
- 3.4.10.1.5 Secure a minimum of 75% votes from district stakeholders on district logo and tagline for adoption

3.5 Program Delivery Retrospective

- 3.5.1 **Deliverable:** Complete a Final Report at the conclusion of activities within the scope of work, within 45 days of contract completion. A template for the final report is not to exceed ten (10) pages and is included in the BDDP.

4.0 Qualifications

4.1 Minimum Qualifications:

- 4.1.1 The Contractor shall have demonstrated experience in developing short and long range small area plans that include strategies, implementation steps, and cost estimates
- 4.1.2 The Contractor shall have at minimum 5 years' experience facilitating meetings, presenting information, building consensus and capacity among diverse stakeholders
- 4.1.3 Have knowledge of economic development principles and best practices specific to community and place based economic development
- 4.1.4 A thorough understanding and interpretation of market analysis data including but not limited to commercial characteristics, real estate product types, population and employment data, retail demand, lease rates, property value, sales tax and mixed and how this information can assist in forecasting challenges or opportunities in a business district
- 4.1.5 In-depth experience in formulating written documents including geospatial, tabular and use of design software for graphic production
- 4.1.6 Contractor shall have experience and an in-depth understanding in the role culture and heritage play in defining place, identity and preservation
- 4.1.7 Contractor shall demonstrate through existing work production a successful example of community based economic development projects fully executed

4.2 Preferred Qualifications:

- 4.2.1 Experience working with business districts, including merchant associations, Public and or Business Improvement Districts, Cultural Districts and or Entertainment Districts, etc.
- 4.2.2 The Contractor shall demonstrate an understanding of community planning principles, practices and elements including zoning, land use, code enforcement, architectural design, parking, sustainability, transportation, etc.
- 4.2.3 Contractor shall have experience with urban design relevant to streetscapes and transportation

- 4.2.4 Contractor shall have experience working with creative sector industry including but not limited to artists, musicians, fabricators, writers, photographers public relations experts, graphic designers, etc.
- 4.2.5 Contractor shall demonstrate and provide experience of successful media relations and public relations specific to a project, program or policy
- 4.2.6 Experience in carrying out similar scopes of work in cities comparable to Austin, Texas.

5.0 RESOURCES

5.1 The following resources are available as part of this RFP.

- 5.1.1 BDDP Outline: The outline provides a list of all items included in the BDDP. See section 0610.
- 5.1.2 Examples of place-enhancing projects

6.0 COSTS THRESHOLD

The following deliverables represent the total for the Contract and scope of services. The Contractor shall be responsible for delivering services in two (2) new business districts. The City will not accept any price proposals over \$150,000 to complete this Scope of Work in its entirety.

**CITY OF AUSTIN
PURCHASING OFFICE
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: RFP 5500 RJZ3000
Professional Consulting Services New Districts**

1. PROPOSAL FORMAT

Prefacing the proposal, the Proposer shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the proposal. The Proposer will submit one (1) original on a usb drive and one (1) copy of the proposal. The proposal itself shall be organized in the following format and informational sequence:

A. Part I - Business Organization: State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.

B. Part II - System Concept and Solution: Define in detail your understanding of the requirement presented in the Scope of Work of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal.

C. Part III - Program: Describe your Work Plan for achieving the Objectives and Implementation sections included in the RFP's Scope of Work. Include tasks, milestones, and decision points related to the Scope of Work and your plan for accomplishment. Specifically indicate:

- a. Proposed implementation plan, with a schedule, that shows the steps the Proposer will take to have the program fully operational within one year of the contract start date.
- b. Statement of Qualifications documenting consultant specific expertise and demonstrated understanding and competence in meeting the following qualifications:
 - i. The Consultant shall have demonstrated experience in developing short and long range small area plans that include strategies, implementation steps, and cost estimates
 - ii. The Consultant shall have at minimum 5 years' experience facilitating meetings, presenting information, building consensus and capacity among diverse stakeholders
 - iii. Have knowledge of economic development principles and best practices specific to community and place based economic development
 - iv. Experience working with business districts, including merchant associations, Public and or Business Improvement Districts, Cultural Districts and or Entertainment Districts, etc.
 - v. A thorough understanding and interpretation of market analysis data including but not limited to commercial characteristics, real estate product types, population and employment data, retail demand, lease rates, property value, sales tax and mixed and how this information can assist in forecasting challenges or opportunities in a business district
 - vi. In-depth experience in formulating written documents including geospatial, tabular and use of design software for graphic production
 - vii. The Consultant shall demonstrate an understanding of community planning principles, practices and elements including zoning, land use, code enforcement, architectural design, parking, sustainability, transportation, etc.
 - viii. Consultant shall have experience with urban design relevant to streetscapes and transportation

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- ix. Consultant shall have experience and an in-depth understanding in the role culture and heritage play in defining place, identity and preservation
- x. Consultant shall experience working with creative sector industry including but not limited to artists, musicians, fabricators, writers, photographers' public relations experts, graphic designers, etc.
- xi. Consultant shall demonstrate and provide experience of successful media relations and public relations specific to a project, program or policy
- xii. Consultant shall demonstrate through existing work production a successful example of community based economic development projects fully executed
- xiii. Experience in carrying out similar scopes of work in cities comparable to Austin, Texas.

Describe your technical plan for accomplishing required work. Include such time-related displays, graphs, and charts as necessary to show tasks, sub-tasks, milestones, and decision points related to the Scope of Work and your plan for accomplishment. Specifically indicate:

- i. A description of your work program by tasks. Detail the steps you will take in proceeding from Task 1 to the final tasks.
- ii. The technical factors that will be considered in section above, and the depth to which each will be treated.
- iii. The degree of definition provided in each technical element of your plan.
- iv. The points at which written, deliverable reports will be provided.
- v. The amount of progress payments you are requesting upon successful completion of milestones or tasks, deducting ten percent (10%), which will be paid upon final acceptance by the City.
- vi. A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities. The Proposer must state his compliance with terms of this Request for Proposal (RFP).

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- D. **Part IV - Project Management Structure:** Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and interface the team with City project management and team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.
- E. **Part V - Prior Experience:** Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Do not include experience prior to 1998. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished.
- a. List three (3) public and/or public sector partners that the Proposer has delivered services to that meet these criteria, and include a description of:
 - i. The size of the program in terms of budget, staffing, and number of clients served.
 - ii. The types of services delivered.
 - iii. The Proposer's areas of expertise
 - iv. A brief summary of the Proposer's achievements with each program/project.
- F. **Part VI - Personnel:** Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide all resumes. The City will evaluate each Proposal based on the experience and qualifications of the professional staff that will be assigned to perform the services identified in the Scopes of Work. The City will require the Proposer to demonstrate that it has a good organizational and management structure, and that it can provide the equipment and facilities necessary to deliver quality services.
1. Include the names and qualifications of all professional personnel who will be assigned to this project. Include the professional staff of sub-consultant firms, if applicable. Identify key persons by name and title.
 2. Describe the primary work assigned to each person and the percentage of time each person will devote to this work.
 3. Provide the resumes of the Proposer's key personnel that will be assigned to the program: The individual resumes must show the employee's relevant experience and qualifications to deliver and/or manage the contracted services. The combined resumes for all employees that the Proposer and sub-consultant firms will assign to the program must demonstrate prior experience in programmatic management of similar programs or services.
 4. Submit an organizational chart that:
 - a. Shows the supervisory and reporting structure for administrative and service delivery personnel.
 - b. Identifies a single-point-of-contact for billing, scheduling, follow-up and problem resolution.

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- c. Demonstrates that the loss or absence of key staff members will not compromise service delivery, administration, or financial management of the program.
- G. **Part VII - Local Business Presence:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the Offeror's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.
- H. **Part VIII – Service-Disabled Veteran Business Enterprise (“SDVBE”):** Pursuant to the interim Service-Disabled Veteran Business Enterprise (SDVBE) Program, Offerors submitting proposals in response to a Request for Proposals shall receive a three point (3 percent) preference if the Offeror, at the same time the proposal is submitted, is certified by the State of Texas, Comptroller of Public Accounts as a Historically Underutilized Business and is a Service-Disabled Veteran Business Enterprise. This preference does not apply to subcontractors. To receive this preference, Offerors shall complete the enclosed Section 0840 Service-Disabled Veterans Business Enterprise Preference Form, in accordance with the Additional Solicitation Instructions included therein.
- I. **Part X - Proposal Acceptance Period:** All proposals are valid for a period of one hundred and twenty (120) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal
- J. **Part XI - Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.
- K. **Part XII - Authorized Negotiator:** Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
- L. **Part XIII - Cost Proposal:** Information described in the following subsections is required from each Proposer. Your method of costing may or may not be used but should be described. A firm fixed price or not-to-exceed Contract is contemplated, with progress payments as mutually determined to be appropriate. Ten percent (10%) of the total contractual price will be retained until submission and acceptance of all work products. Reference 0500 Scope of Work Section 6.0.
 - i. **Manpower.** Itemize to show the following for each category of personnel with separate hourly rates:
 - (1) manager, senior consultant, analyst, subcontractor, etc.

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- (2) estimated hours for each category of personnel
- (3) rate applied for each category of personnel
- (4) total cost
- ii. Itemize cost of supplies and materials
- iii. Other itemized direct costs
- iv. If applicable, general and administrative burden. Indicate base used, percentage, and total cost relative to this procurement.
- v. Travel expenses. All travel lodging expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City's Travel Policy as published and maintained by the City's Controller's Office and the Current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.

- vi. Printing. State separately the cost of furnishing copies of the final report (if applicable).
- vii. Total cost schedule.

2. EXCEPTIONS:

Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal. Reference section 0630 to list exceptions.

3. PROPOSAL PREPARATION COSTS:

All costs directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of the Proposer.

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4. EVALUATION FACTORS AND AWARD

A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Proposer will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Proposers in comparing proposals and selecting the Best Offeror. Award of a Contract may be made without discussion with Proposers after proposals are received. Proposals should, therefore, be submitted on the most favorable terms.

B. **Evaluation Factors:**

i. Maximum 100 points.

Demonstrated Experience and Qualifications: (27 points)

- (1) Proposal that demonstrates experience and qualifications of the consultant team, its staff including sub-consultants proposed including appropriate dedicated staff capacity to accomplish all items in the scope of work, milestones, projects from concept to implementation and BDDP process within timeline identified (Reference 0500 all sections).

Demonstrated Experience with Stakeholder and Community Organizing: (25 points)

- (2) Experience meeting deliverables and working with specific stakeholders including commercial property owners, artists, musicians, historians, business districts, public/business improvement districts, and merchants' associations (Reference 0500 Section 3.2)

Market Context: (20 points)

- (3) Understanding of market demand context and economic principles (Reference 0500 Section 3.3)

- (4) Proposed Project/Total Costs (Reference 0500 Section 6) – (15 points)

- (5) Service-Disabled Veteran Business Enterprise Preference (3 points)

- (6) LOCAL BUSINESS PRESENCE (Maximum 10 points)

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

- ii. Presentations, Demonstrations Optional. The City will score proposals on the basis of the criteria listed above. The City may select a "short list" of Proposers based on those scores. "Short-listed" Proposers may be invited for presentations, or demonstrations with the City. The City reserves the right to re-score "short-listed" proposals as a result, and to make award recommendations on that basis.

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

Business District Development Process Outline

Items to be provided to Contractor

Business Leadership Team Meeting 1

- Agenda, Business Leadership Meeting 1
- Best Practice Summary
- Meeting Minutes Template and Sample
- Mission and Vision Poster
- Mission and Vision Worksheet
- Notification Email
- Notification Letter
- Roles and Responsibilities

Business Leadership Team Meeting 2

- Agenda, Business Leadership Meeting 2
- Meeting Minutes Template and Sample
- Bylaws Template
- Formation Training Presentation
- Formation Worksheet
- Types of Associations

Business Leadership Team Meeting 3

- Agenda, Business Leadership Meeting 3
- Meeting Minutes Template and Sample
- Formation Worksheet

Business Leadership Team Meeting 4

- Agenda, Business Leadership Meeting 4
- Meeting Minutes Template and Sample
- Start Up Worksheet
- Vision Summary

District Open House

- Agenda, Open House
- Meeting Minutes Template and Sample
- Key Words and Phrases Activity
- Merchant Association 101
- Open House Email 1
- Open House Email 2
- Open House Flyer
- Souly Austin One sheeter
- Enhancements Photo board

- Meeting Summary
- Business Survey
- Meeting Sign-in Sheet

District Meeting 1

- Agenda, District Meeting 1
- Meeting Minutes Template and Sample
- Headline News Activity
- Mission and Vision Poster
- SWOT Analysis Tool
- Place Evaluation Posters
- District Meeting 1 Reminder Email
- Place Branding Exercise/Prompt
- District Boundaries Map
- District Name Vote Ballot
- Meeting Summary
- Business Survey
- Meeting Sign-in Sheet

Walkshop

- Agenda, Walkshop
- District Map
- District Walkshop Route
- Walkshop Reminder Email
- Meeting Sign-in Sheet

District Meeting 2

- Agenda, District Meeting 2
- Meeting Minutes Template and Sample
- Who Is Our Audience Activity/Prompt
- District Priorities Ranking Posters
 - Economic Growth
 - Music, Arts, and Culture
 - Connectivity and Transportation
 - Beautification and Aesthetics
- Asset Mapping
 - District Base Map
 - District Context Maps
 - Enhancement Stickers
- District Meeting 2 Reminder Email
- Place Branding Exercise
- District Boundaries Map
- Meeting Summary

- Business Survey
- Meeting Sign-in Sheet

District Meeting 3

- Agenda, District Meeting 3
- Meeting Minutes Template and Sample
- Bylaws Summary
- Vision Summary
- Ballot for Board Election, Logo, and Tagline
- District Meeting 3 Reminder Email
- Meeting Summary
- Business Survey
- Meeting Sign-in Sheet

Business District Economic Strategy Template

Map Template

Engagement Tracking Template

Educational materials

City Community Registry Process

Cost Estimates Template

Community Organizing Summary Template

Place Activation and Identity Branding Activity

Placemaking Process

- Meeting Activities
- Meeting Summary
- Identification Activity
- Project Milestones
- Public Relations Plan Template
- Voting template

Section 0700: Reference Sheet

Responding Company Name _____

The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least 3 complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last 5 years. References shall indicate a record of positive past performance.

1. Company's Name _____
Name and Title of Contact _____
Project Name _____
Present Address _____
City, State, Zip Code _____
Telephone Number (____) _____ Fax Number (____) _____
Email Address _____

2. Company's Name _____
Name and Title of Contact _____
Project Name _____
Present Address _____
City, State, Zip Code _____
Telephone Number (____) _____ Fax Number (____) _____
Email Address _____

3. Company's Name _____
Name and Title of Contact _____
Project Name _____
Present Address _____
City, State, Zip Code _____
Telephone Number (____) _____ Fax Number (____) _____
Email Address _____

**City of Austin, Texas
Section 0800
NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION**

**City of Austin, Texas
Equal Employment/Fair Housing Office**

To: City of Austin, Texas,

I hereby certify that our firm complies with the Code of the City of Austin, Section 5-4-2 as reiterated below, and agrees:

- (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter, including affirmative action relative to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or any other terms, conditions or privileges of employment.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require of all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they do not engage in any discriminatory employment practice as defined in this chapter

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Non-Discrimination and Non-Retaliation Policy set forth below.

**City of Austin
Minimum Standard Non-Discrimination and Non-Retaliation in Employment Policy**

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of

this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination and non-retaliation employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE THE CITY A COPY OF THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICIES ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICIES, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION AND NON-RETALIATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

Sanctions:

Our firm understands that non-compliance with Chapter 5-4 and the City's Non-Retaliation Policy may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4 and the Non-Retaliation Policy.

Term:

The Contractor agrees that this Section 0800 Non-Discrimination and Non-Retaliation Certificate of the Contractor's separate conforming policy, which the Contractor has executed and filed with the City, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payment, the Contractor's Non-Discrimination and Non-Retaliation Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this _____ day of _____, _____

CONTRACTOR

Authorized
Signature

Title

Section 0835: Non-Resident Bidder Provisions

Company Name _____

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: _____

(1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

Section 0840, Service-Disabled Veteran Business Enterprise Preference

Offeror Name

Additional Solicitation Instructions.

- ☐ By checking this box, Offeror states they are NOT a certified Service-Disabled Veteran Business Enterprise seeking to claim preference points under the City of Austin's SDVBE Program.
- Offerors seeking to claim the Service-Disabled Veteran Business Enterprise (SDVBE) preference shall be certified **under one of the two following scenarios**. Offerors shall check one of the following boxes, input the data in the applicable table below and include this completed form in their Proposal.

- ☐ **HUB/SV.** Offeror is certified as a Service-Disabled Veteran (SV) Historically Underutilized Business (HUB) by the Texas State Comptroller of Public Accounts.

Texas State HUB/SV Certification	
13-Digit Vendor ID (VID)	
HUB/SV Issue Date	
HUB/SV Expiration Date	

- ☐ **HUB/OTHER + Federal SDVOSB.** Offeror is certified by the Texas State Comptroller of Public Accounts as a Historically Underutilized Business in a HUB Eligibility Category other than Service-Disabled Veteran (SV) AND is verified by the US Veterans Administration as a Service-Disabled Veteran-Owned Small Business (SDVOSB). **Texas HUB Eligibility Categories:** HUB/BL (Black), HUB/AS (Asian), HUB/HI (Hispanic), HUB/AI (Native American), or HUB/WO (Women Owned).

Texas State HUB/OTHER Certification	
13-Digit Vendor ID (VID)	
HUB Eligibility Category	
HUB Issue Date	
HUB Expiration Date	

Federal SDVOSB Verification	
9-Digit DUNS	
SDVOSB Issue Date	
SDVOSB Expiration Date	

- Offeror Identity.** The Offeror submitting the Proposal shall be the same entity that is certified by the Texas State Comptroller of Public Accounts, AND if applicable as verified by the US Veterans Administration.
- Certification Status.** Offeror's certification(s) must be active on or before the Solicitation's due date for Proposals and shall not expire prior to the award and execution of any resulting contract.
- Confirmation of Certification(s).** Upon receipt of this completed form, the City will confirm the Offeror's certification(s): State: <https://mycpa.cpa.state.tx.us/tpasscmbsearch>, Federal: <https://www.vip.vetbiz.gov/> The City will direct any questions concerning an Offeror's State or Federal certification status to the Offeror's contact person as designated on the Offer Form of their Proposal.
- Misrepresentation.** If the City determines that the Offeror requesting this preference is not certified by the State or Federal government if applicable, the Offeror will not receive the preference points. If the City determines that this misrepresentation was intentional, the City may also find the Offeror not responsible and may report the Offeror to the Texas State Comptroller of Public Accounts or if applicable to the US Veterans Administration. If the misrepresentation is discovered after contract award, the City reserves the right to void the contract.

CITY OF AUSTIN



CITY CODE CHAPTER 2-9C NON-PROFESSIONAL MBE/WBE PROCUREMENT PROGRAM

Solicitation Name: Professional Consulting Services New Districts

Solicitation Number: RFP 5500 RJZ3000

Issue Date: 04/08/2019

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MBE/WBE GOALS

Annual/Project Participation Goals			Annual/Project Participation Subgoals		
MBE	_____	%	OR	African American	_____ %
WBE	_____	%		Hispanic	_____ %
Combined MBE/WBE	2.03	%		Asian/Native American	_____ %
				WBE	_____ %

OVERVIEW

This document should be read in conjunction with the City of Austin's Minority-owned and Women-owned Business Enterprise Procurement Program Ordinance for Commodities (Chapter 2-9C of the Austin City Code) and the Small and Minority Business Resources Department (SMBR) Rules. The definitions contained in Chapter 2-9C apply to this document. The City Code and Rules are amended from time to time and the Bidder is responsible for ensuring they have the most up to date version. The City Code and Rules are incorporated into this document by reference. Copies of Chapter 2-9C and SMBR Rules may be obtained online at <http://www.austintexas.gov/smbdocuments> or from SMBR, 4201 Ed Bluestein, Austin, Texas 78721 (512) 974-7600.

Firms or individuals submitting responses to this Invitation for Bid agree to abide by the City's Minority-owned and Women-owned Business Enterprise (MBE/WBE) Procurement Program and Rules. The City's MBE/WBE Program is intended (1) to promote and encourage MBEs and WBEs to participate in business opportunities with the City of Austin; (2) to afford MBEs and WBEs an equal opportunity to compete for work on City contracts; and (3) to encourage contractors to provide subcontracting opportunities to certified MBEs and WBEs by soliciting such Firm for subcontracting opportunities. The City of Austin and its contractors shall not discriminate on the basis of race, color, national origin, disability, or gender in the award and performance of contracts.

The City encourages Bidders to achieve the MBE/WBE participation goals and subgoals for this contract. However, Bidders may comply with the City Code and Rules without achieving the participation goals so long as they make and document Good Faith Efforts that would allow MBE and WBE participation per Section 2-9C-21 of the City Code and Section 9.1 of the Rules. Bidders that do not meet the project's goals and subgoals are subject to Good Faith Efforts review.

Prior to the due date and time specified in the City's solicitation documents, all Bidders (including those Firms certified as MBE/WBEs) shall submit: (1) an *MBE/WBE Compliance Plan* (Appendix A) and (2) if it is anticipated the project goals will not be met, all appropriate documentation to demonstrate Good Faith Efforts to meet the project goals. Any questions regarding preparation of the *MBE/WBE Compliance Plan* should be directed to SMBR at SMBRComplianceDocuments@austintexas.gov. Such contact is not a violation of the Anti-Lobbying Ordinance.

The City has implemented Anti-Lobbying Ordinance (Chapter 2-7 of the Austin City Code). Under Chapter 2-7, there is a "no-contact" period from the date the City issues a solicitation until the contract is executed. During the "no-contact" period, a person responding to a City solicitation can speak only to the contract's authorized contact person regarding their solicitation response. Chapter 2-7 allows certain exceptions; for instance, a person responding to a City solicitation may speak to SMBR regarding this *MBE/WBE Compliance Plan*. See the full language of the City Code or solicitation documents for further details.

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MBE/WBE COMPLIANCE PLAN INSTRUCTIONS

(See Appendix A)

If the *MBE/WBE Compliance Plan* and Good Faith Efforts documentation are not submitted prior to the due date specified in the solicitation documents, the bid will be deemed non-responsive and not be accepted for consideration.

SMBR may request written clarification of items listed on the *MBE/WBE Compliance Plan*. However, there will be no further opportunity for the Bidder to augment the MBE/WBE participation originally listed in the *MBE/WBE Compliance Plan* or to demonstrate Good Faith Efforts that were not made prior to the submission of the *MBE/WBE Compliance Plan*. Changes to the *MBE/WBE Compliance Plan* are permitted only after contract execution and only with prior written approval of SMBR.

Please type or clearly print all information, use “none” or “N/A” where appropriate, and sign and date the *MBE/WBE Compliance Plan* as indicated. *MBE/WBE Compliance Plans* not complying with the *MBE/WBE Compliance Plan* Instructions shall be rejected as non-responsive. Submissions not utilizing the forms provided with the solicitation may render the submission nonresponsive or noncompliant.

Section I Project Identification and Goals

This section includes the pre-printed Project Name, Project/Solicitation Number, and goals and/or subgoals. The Bidder does not need to fill in any information under Section I.

Section II Bidder Information

The Bidder should complete this section with its information and sign in the space provided. The portion of Section II marked as “Reserved for City of Austin SMBR Only” should be left blank.

Section III MBE/WBE Compliance Plan Summary

This section is a summary of subcontractor participation for this Bid. Bidder should complete Sections IV-VII, described below, before attempting to complete Section III. After completing Sections IV-VII, calculate the percentage of MBE/WBE participation for each goal and enter the information in the blanks provided. Because Section III is a summary, if there are any inconsistencies between Sections IV-VII and Section III, the calculations contained in Sections IV-VII will prevail. If the Bidder indicates that they do not anticipate meeting the goals with certified MBE/WBE firms, then the Bidder shall submit documentation detailing their Good Faith Efforts to meet the established MBE/WBE goals. The MBE/WBE Compliance Plan will be reviewed and approved by the Small and Minority Business Resources Department.

Section IV Disclosure of MBE and WBE Subcontractors

Please list all certified MBE/WBEs subcontractors using the legal name under which they are registered to do business with the City of Austin and the value of the work they will be performing themselves except for subcontractor(s) that will be performing the trucking or hauling scope of work (see Section VII below). Do not include the value of work that the MBE/WBE's subcontractors will be subcontracting to second-level subcontractors. By listing certified MBE and WBE Firms on the MBE/WBE Compliance Plan, the Bidder indicates that both parties acknowledge the price and scope of work and that they are prepared to contract for that price and scope if the City awards the project to the Bidder. Unit price subcontracts are acceptable if appropriate to the type of work being performed. A Letter of Intent (LOI) does not replace a binding contract between a prime contractor and a subcontractor.

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Before completing Section IV of the *MBE/WBE Compliance Plan*, please read the following instructions regarding how to count MBE/WBE participation:

- (A) Only the value of the work actually performed by the MBE/WBE shall be counted toward the goals. This includes:
 - (1) work performed by the MBE/WBE's own forces;
 - (2) the cost of supplies, materials, or equipment purchased, leased, or otherwise obtained by the MBE/WBE for the work of the contract (except that supplies, materials, and equipment purchased or leased from the prime contractor or its affiliate may not be counted toward the goal); and
 - (3) fees or commissions charged by an MBE/WBE for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of a contract, provided the fee is reasonable and not excessive as compared with fees customarily allowed for similar services.
- (B) When a Bidder purchases supplies, materials, or equipment from an MBE/WBE, the cost of those supplies, materials, or equipment shall be counted toward the goals as follows:
 - (1) If the supplies, materials, or equipment are obtained from an MBE/WBE that is a Manufacturer or Regular Dealer, 100 percent of the payment for the supplies, materials, or equipment shall be counted toward the goals.
 - (2) If the supplies, materials, or equipment are obtained from an MBE/WBE that is neither a Manufacturer nor a Regular Dealer, the cost of the materials and supplies themselves shall not be counted toward the goals. However, fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site, may be counted toward the goals if the payment of such fees is a customary industry practice and such fees are reasonable and not excessive as compared with fees customarily allowed for similar services.
- (C) When an MBE/WBE subcontractor listed on the MBE/WBE Compliance Plan subcontracts part of the work of its contract to another Firm, the value of that second-level subcontracted work may not be counted toward the goals based on the initial subcontractor's MBE/WBE certification. Please see Section VI for an explanation of how to count the value of second-level subcontractors' work.
- (D) A Firm owned by a minority woman may be certified as both an MBE and a WBE (dual certified). On a single contract, the value of the work performed by a dual certified subcontractor may not be counted toward both the MBE and the WBE goals. The Bidder must decide whether to designate the dual certified subcontractor as an MBE or a WBE in the MBE/WBE Compliance Plan for the purpose of meeting the goals set for that contract. That designation may not be changed for the duration of the contract.
- (E) When an MBE/WBE performs as a participant in a certified Joint Venture, only the portion of the contract value that is the result of the distinct, clearly defined portion of the work that the MBE/WBE performs with its own forces and for which it is at risk shall be counted towards the project goals. For more specific information regarding requirements and evaluations of certified MBE/WBE Joint Ventures, please see the City's MBE/WBE Procurement Program Rules or contact SMBR's Certification Division.
- (F) Only expenditures to an MBE/WBE contractor that is performing a Commercially Useful Function shall be counted toward the project goals. If SMBR makes an initial determination that an MBE/WBE is not

performing a Commercially Useful Function given the type of work involved and normal industry practices, the MBE/WBE may present evidence to rebut this presumption.

- (G) To be counted toward project goals, MBE/WBEs must be certified by SMBR prior to the due date to submit the MBE/WBE Compliance Plan as specified in the City's solicitation documents. A Firm that is certified as an MBE/WBE at the time that the MBE/WBE Compliance Plan is filed may cease to be a certified Firm before the contract is completed. Only the value of the work performed by such a Firm while it is certified may be counted toward the project goals.

Section V Disclosure of Non-Certified Subcontractors

Please list all known non-certified subcontractors, using the legal name under which they are registered to do business with the City of Austin, to be used in the performance of this contract. If Bidder will not use any non-certified Firms, please write "N/A" in the first box on this page.

The scopes of work indicated in Section V will be considered subcontracting opportunities for MBEs and WBEs, unless it is demonstrated that certified MBEs or WBEs are unavailable or do not possess the requirements in the technical portion of the solicitation to perform the work involved. If Bidder did not meet the project goals, Bidder must explain in the space provided why MBEs/WBEs were not used as subcontractors and **submit documentation for the stated reason if applicable**. If Bidder did meet the project goals, please indicate "Goals Met" in the space provided.

Section VI Disclosure of Second-Level Subcontractors

Please complete this section if Bidders knows that one or more of Bidder's subcontractors will subcontract part of the work of their contracts to second-level subcontractors. In the last line of each entry box, please write the name of the first-level subcontractor that will be subcontracting work to the second-level subcontractor. Identify second-level subcontractors by the legal name under which they will be registered to do business with the City. The first-level subcontractor should be listed in Section IV or Section V. If Bidder is not aware of any second-level subcontractors, please write "N/A" in the first box on this page.

As discussed in Section IV above, when an MBE/WBE subcontractor subcontracts part of the work of its contract to another Firm, the value of that second-level subcontractor work may not be counted toward the goals based on the initial subcontractor's MBE/WBE certification. The value of the second-level subcontractor work may be counted toward the project goals only based on the second-level subcontractor's own MBE/WBE certification, if any. Work that an MBE/WBE subcontracts to a non-certified firm does not count toward the goals. Work that an MBE/WBE subcontractor contracts to another certified firm shall not be counted twice towards the goal.

Section VII MBE/WBE Compliance Plan Checklist

Please complete the *MBE/WBE Compliance Plan Checklist* with the information requested if the stated project goal(s) are not met.

GOOD FAITH EFFORTS INSTRUCTIONS

(See Appendices B and D)

The Bidder has a responsibility to make a portion of the work available to MBE/WBE subcontractors so as to facilitate meeting the goals or subgoals. If the Bidder cannot achieve the goals or subgoals, documentation of the Bidder's Good Faith Efforts to achieve the goals or subgoals must be submitted at the same time as the MBE/WBE Compliance Plan. The SMBR Director will review the documentation provided and determine if the Bidder made sufficient Good Faith Efforts. That there may be some additional costs involved in soliciting and using MBEs and WBEs is not a sufficient reason for a Bidder's failure to meet the goals and subgoals, as long as such costs are reasonable. However, a Bidder is not required to accept a higher quote from a subcontractor in order to meet a goal or subgoal.

Contacting Potential MBE/WBE Subcontractors

The City has determined the scopes of work for this project and provided an Availability List of all the MBE and WBE firms certified to perform those scopes. The *Availability List* (Appendix D) is included with the solicitation documents and has two sections: *Vendors Within the Significant Local Business Presence (SLBP) Area* and *Vendors Outside the Significant Local Business Presence (SLBP) Area*. As part of Good Faith Efforts, Bidders **must** contact **all** firms listed in the *Vendors Within the SLBP Area* section. Please note that every firm on the Availability List – outside the SLBP – is City-certified as an MBE or WBE for purposes of meeting the project goals, and Bidders are encouraged to contact all the firms. If a Bidder identifies an additional scope of work for this project not identified in the solicitation, the Bidder must request from SMBR an Availability List for that scope of work and contact all firms, if any, on such list. The SMBR Director determines whether the Bidder has made sufficient Good Faith Efforts if goals or subgoals are not met.

The City neither warrants the capacity or availability of any Firm, nor does the City guarantee the performance of any Firm indicated on the availability list.

The availability list is sorted in numerical sequence by National Institute of Governmental Purchasing (NIGP) Commodity Code. It includes all certified MBE/WBE vendors for the scopes of work identified by the City as being potentially applicable to this project. However, the availability list is not a comprehensive identification of all areas of potential subcontracting opportunities. If a Bidder identifies one or more work areas that are appropriate subcontracting opportunities that not included on the availability list, the Bidder shall contact SMBR to request the availability list for MBE and WBE Firms in those areas. Requests for supplemental availability lists will be evaluated as a part of the Bidder's Good Faith Efforts to meet the goals.

If the Bidder believes any of the work areas on the availability list are not applicable to the project's scope of work or if the Bidder believes that the lists are inaccurate, the Bidder shall notify the authorized contact person of the concern immediately and prior to submission of the response to the solicitation. All Bidders will be notified in writing of any inaccuracy by addendum to the solicitation. Concerns about a particular MBEs/WBE's certification status may be addressed to SMBR at SMBRComplianceDocuments@austintexas.gov. If the Bidder wants to use a certified subcontractor that does not appear on this list, Bidder may request from SMBR or visit https://www.ci.austin.tx.us/financeonline/vendor_connection/search/vendors/certvendor.cfm for proof of certification and the specific work areas for which the subcontractor has been certified.

Appendix B provides a format for collecting required information from the subcontractors on the *Availability List*. The information must be obtained at least seven (7) business days prior to the submission of the *MBE/WBE Compliance Plan*; alternate formats may be acceptable as long as they gather the same required information. Included with the solicitation documents is an alphabetized list containing the names and addresses of the MBE/WBE Firms listed on the Appendix D. This list is in label format and is designed to facilitate the printing of mailing labels.

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The following codes are used on the availability lists:

F	Female	M	Male
AA/B	African American	H	Hispanic
A/NA	Asian/Native American	W/C	Caucasian
LOC	A firm's two-digit location code (e.g., SL or TX)	AU	Austin
SL	Significant Local Business Presence (SLBP)	TX	Outside SLBP
MBE	A firm certified as a Minority-owned Business Enterprise	WBE	A firm certified as a Woman-owned Business Enterprise
MWB	A firm certified as both a Minority-owned & Woman-owned Business Enterprise	WMB	A firm certified as both a Woman-owned & Minority-owned Business Enterprise
MWDB	A firm certified as a Minority-owned, Woman-owned, and Disadvantaged Business Enterprise	WMDB	A firm certified as a Woman-owned, Minority-owned, and Disadvantaged Business Enterprise

Good Faith Efforts Review

If goals are not met, SMBR will examine the *MBE/WBE Compliance Plan* and the Good Faith Efforts documentation submitted with the *MBE/WBE Compliance Plan* to ensure that the Bidder made Good Faith Efforts to meet the project goals or subgoals. In determining whether the Bidder has made Good Faith Efforts, SMBR will consider, at a minimum, the Bidder's efforts to do the following:

- (A) Solicit certified MBE/WBE subcontractors with a Significant Local Business Presence (SLBP) and request a response from those interested subcontractors who believe they have the capability to perform the work of the contract through at least two reasonable, available, and verifiable means. The Bidder must solicit this interest more than seven (7) business days prior to submission of the *MBE/WBE Compliance Plan* to allow sufficient time for the MBEs or WBEs to respond. (The date bids/proposals are due to the City should not be included in the seven day solicitation criteria). The Bidder must state a specific and verifiable reason for not contacting each certified Firm with a significant local business presence.
- (B) Provide interested MBEs/WBEs with adequate information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner, to assist them in responding and submitting a proposal.
- (C) Negotiate in good faith with interested MBEs/WBEs that have submitted bids/proposals to the Bidder. An MBE/WBE that has submitted a bid to a Bidder but has not been contacted within five (5) business days of submission of the bid may contact SMBR to request a meeting with the Bidder. Evidence of good faith negotiation includes the names, addresses, and telephone numbers of MBEs/WBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for MBEs/WBEs to perform the work. Bid shopping is prohibited.
- (D) Select portions of the work to be performed by MBEs/WBEs in order to increase the likelihood that the MBE/WBE goals or subgoals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE/WBE participation, even when the Bidder might otherwise prefer to perform these work items with its own forces.

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- (E) Publish solicitation notice in a local publication (i.e. newspaper, trade association publication, or via electronic/social media).
- (F) Use the services of available community organizations; minority persons/women consultants' or groups in the applicable field for the type of work described in this solicitation; local, state, and federal minority persons/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of MBEs/WBEs.
- (G) Seek guidance from SMBR on any questions regarding compliance with this section.

The following factors may also be considered by SMBR in determining compliance through good faith efforts; however, they are not intended to be a mandatory checklist, nor are they intended to be exclusive or exhaustive:

- (A) Whether the Bidder made efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or consultant.
- (B) Whether the Bidder made efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

In assessing minimum good faith efforts, SMBR may consider whether the Bidder sought assistance from SMBR on any questions related to compliance with this section. In addition, SMBR may also consider the performance of other Bidders successfully meeting the goals.

The ability or desire of a Bidder to perform the work of a contract with its own organization does not relieve the Bidder of the responsibility to make Good Faith Efforts.

Bidders may reject MBE/WBEs as unqualified only following thorough investigation of their capabilities. The MBE/WBE's membership or lack of membership in specific groups, organizations, or associations, and political or social affiliations (for example union or non-union employee status), are not legitimate causes for the rejection or non-solicitation of bids/proposals in the Bidder's efforts to meet the project goals or subgoals.

At a minimum, the following should be submitted to support Good Faith Effort documentation (documentation is not limited to this list):

- Fax logs, emails, and/or copies of documents sent to firms within the SLBP area
- Copies of written correspondence to certified firms (include names, addresses, and other identifying information)
- Phone logs with responses (*Phone contacts, alone, will not be sufficient.*)
- Lists and copies of letters sent by mail, hand delivered, or e-mailed
- Breakdown of negotiations made with certified firms
- Copies of advertisements with local newspapers, trade associations, Chambers of Commerce and/or any other public media
- Other communications regarding contacts with trade associations and Chambers of Commerce

The following additional Good Faith Efforts factors may also be considered:

- Copies of emails or phone logs regarding assistance in bonding, lines of credit, or insurance (as required by City or Consultant)
- Copies of emails or phone logs regarding assistance in obtaining equipment, supplies, materials, or services
- Copies of all proposals received in response to Bidder contacting other Firms

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POST-AWARD INSTRUCTIONS

(See Appendix C)

Confirmation Letters

All Bidders are required to include copies of the confirmation letters received from subcontractors, confirming the Subcontractors' willingness to provide services should the contract be awarded.

Changes to the *MBE/WBE Compliance Plan* including additions, deletions, contract changes, or substitutions of subcontractors are permitted only after contract execution and only with prior written approval of SMBR. Request for changes to the *MBE/WBE Compliance Plan* must be submitted on the Request for Change of *MBE/WBE Compliance Plan* Form for all levels of subcontracting and must be approved by the SMBR Director prior to adding, deleting, changing or substituting any subcontractor.

Post-Award Monitoring

The City will monitor post-award compliance information regarding the use of certified MBE/WBE Firm(s) listed on the *MBE/WBE Compliance Plan*. The Bidder will be required to submit post award reports detailing the utilization of all subcontractors. The reports and other information regarding post-award compliance will be discussed with the successful Bidder. The following information on Payment Verification, Change Order/Contract Amendments, and Progressive Sanctions provides an overview of some of the post-award monitoring process.

▪ Payment Verification

Bidders are advised that the contract resulting from this solicitation includes a subcontractor payments clause. This clause requires all subcontractors to be paid within ten (10) calendar days from the date that the Bidder has been paid by the City for invoices submitted by subcontractors.

The Bidder shall submit a *Subcontractor/Supplier Awards and Expenditures Report* to the project manager and/or contract administrator at the time specified by the managing department. The report shall be in the format required by the City and shall include all awards and payments to subcontractors for goods and services provided under the contract during the previous month. This report may be used by the City to verify utilization of and payment to MBEs and WBEs.

The Bidder and/or any subcontractor whose subcontracts are being counted toward the MBE/WBE requirements shall allow the City access to records relating to the contract, including but not limited to, subcontracts, payroll records, tax information, and accounting records, for the purpose of determining whether the MBEs/WBEs are performing the scheduled subcontract work.

In determining achievement of MBE/WBE goals, the participation of an MBE/WBE subcontractor shall not be counted until the amount being counted toward the goal has been paid.

▪ Change Order/Contract Amendments

The goals on this contract shall also apply to change orders that require work beyond the scope(s) of trades originally required to accomplish the project. The Bidder is required to make Good Faith Efforts to obtain MBE/WBE participation for additional scopes of work.

Change orders that do not alter the type of trades originally required to accomplish the project may be undertaken using the subcontractors already under contract to the Bidder. Project managers will have automatic SMBR approval

to authorize any change order that **increases** the contract amount for an **existing** certified subcontractor and is **within** the existing scope being performed by that subcontractor.

▪ **Progressive Sanctions**

The successful Bidder's MBE/WBE Compliance Plan will be incorporated into the resulting contract with the City and shall be considered part of the consultant's performance requirements. Progressive sanctions may be imposed for failure to comply with Chapter 2-9C of the City Code, including:

- Providing false or misleading information in Good Faith Efforts documentation, post award compliance, or other Program operations;
- Substituting Subcontractors without first receiving approval for such substitutions, which may include the addition of an unapproved Subcontractor and failure to use a Subcontractor listed in the approved MBE/WBE Compliance Plan ; and
- Failure to comply with the approved MBE/WBE Compliance Plan without an approved Request for Change, an approved Change Order, or other approved change to the Contract.

Please refer to Section 2-9C-25 of the City Code and SMBR Rule 11.5 for additional information.

MBE/WBE COMPLIANCE PLAN

All applicable sections must be completed and submitted by the due date and time as indicated in the solicitation documents.

Section I — Project Identification and Goals

Project Name	Professional Consulting Services New Districts
Solicitation Number	RFP 5500 RJZ3000

Project Goals or Subgoals		
Combined MBE/WBE	2.03	%
MBE		%
African American		%
Hispanic		%
Asian/Native American		%
WBE		%

Section II — Bidder Company Information

Company Name		
Address		
City, State Zip		
Phone		
Fax		E-Mail
Name of Contact Person		
Is your company registered on Vendor Connection?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide Vendor Code _____ If No, please note: All vendors; subcontractors and consultants must register with COA's Vendor Connect prior to award. See Link for registration information at https://www.ci.austin.tx.us/financeonline/finance/index.cfm	
Is your company COA M/WBE certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate: MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>	

I certify that the information included in this *MBE/WBE Compliance Plan* is true and complete to the best of my knowledge and belief. I further understand and agree that this *MBE/WBE Compliance Plan* shall become a part of my contract with the City of Austin.

Name and Title of Authorized Representative

Signature

Date

For City of Austin SMBR Use Only:

*I have reviewed this Compliance Plan and found that the Bidder **HAS** ☐ **HAS NOT** ☐ complied as per the City Code Chapter 2-9C through GFE.*

Reviewing Counselor _____ Date _____

*I have reviewed this Compliance Plan and have found the Bidder **COMPLIANT** ☐ **NON-COMPLIANT** ☐*

Director / Assistant Director _____ Date _____

Section III — MBE/WBE Compliance Plan Summary

Directions:

- For each subcontractor listed in Sections IV, V, VI or VII, fill in all blanks (if applicable).
- For project participation numbers use an EXACT number.
- Goal percentages should be based on the Base Bid amount only. Allowances are not included.
- Alternates are not recorded on this MBE/WBE Compliance Plan.
- If bidder is a certified M/WBE, include participation details in the Bidder box ONLY.
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.

Is the stated project goal of the solicitation met? (If no, attach documentation of Good Faith Efforts) Yes ☐ No ☐

PROPOSED PARTICIPATION GOALS

Use this section to calculate participation.

Include all details including the total dollar amount and percentage for each category where applicable.

MBE/WBE Project Goal		Bidder Participation Goal	
African American	%	\$	%
Hispanic	%	\$	%
Asian/Native American	%	\$	%
WBE	%	\$	%
MBE	%	\$	%
MBE/WBE Combined	2.03 %	\$	%
Non-Certified		\$	%
Total Subcontractor Amount		\$	%
Bidder's Own Participation (less any subcontracted amount) Are you counting your own participation toward the goals? (if yes, indicate below) <input type="checkbox"/> AA <input type="checkbox"/> HIS <input type="checkbox"/> A/NA <input type="checkbox"/> WBE <input type="checkbox"/> MBE		\$	%

Base Bid Amount (Subs + Bidder amount)

\$ _____

100 %

For SMBR Use Only:

Verified participation for each category:

African-American _____ % Hispanic _____ % Asian/Native American _____ % WBE _____ %

MBE _____ % WBE _____ % Combined MBE/WBE _____ %

Prime _____ % Non-Certified _____ %

Section IV — Disclosure of MBE and WBE Subcontractors (Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of MBE/WBE certified Firms as registered with City of Austin Vendor Connection.
- Select either MBE or WBE for dually certified firms to indicate which certification will count towards the MBE or WBE goal.
- Contact SMBR to request an availability list of certified Firms for additional scopes of work that were not included on the original availability list.

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Section V — Disclosure of Non-Certified Subcontractors (Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Second-Level Subcontractors as registered with the City of Austin.

Are Goals Met? Yes ☐ No ☐ If no, state reason(s) below and attach documentation:

Name of Non-Certified Subcontractor		
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
Reason Certified Firm not used		
Name of Non-Certified Subcontractor		
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
Reason Certified Firm not used		
Name of Non-Certified Subcontractor		
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Reason Certified Firm not used		
Name of Non-Certified Subcontractor		
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Reason Certified Firm not used		

Section VI — Disclosure of Second-Level Subcontractors

(Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Second-Level Subcontractors as registered with the City of Austin.

Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
First-Level Subcontractor		
Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		

Section VII — MBE/WBE Compliance Plan Check List

Is the stated project goal of the solicitation met?

Yes ☐ No ☐*(If no, complete and submit Section VIII Compliance Plan Check List)*

If the goals or subgoals were not achieved, all questions in Section VIII **must** be completed and **Good Faith Efforts documentation must be submitted with the MBE/WBE Compliance Plan**. The completion and submission of this form is not required if the above question is answered *Yes*.

Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?		
• Copy of written solicitation sent to MBE/WBEs in SLBP area 7 business days prior to the submission of this Compliance Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of advertisements placed in local publication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of notices sent to Minority and Women organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Documentation that demonstrates additional GFES: <ul style="list-style-type: none"> ○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor ○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services ○ Efforts made to reach agreements with the MBE/WBEs who responded to Bidder's written notice 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals?

Yes ☐ No ☐

If yes, please explain: _____

Was SMBR contacted for assistance?

Yes ☐ No ☐

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

Were Minority or Women organizations contacted for additional assistance?

Yes ☐ No ☐

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request _____

LETTER TO POTENTIAL SUBCONTRACTORS

_____ is soliciting Minority- and Women-Owned Business Enterprise participation for the following City of Austin project. Solicitation documents are available at our office or at One Texas Center, 505 Barton Springs Road, 10th Floor, Suite 1045 C-Congress Room.

Solicitation Name: _____

Solicitation Number: _____

Location of Pre-bid Conference (if any) _____

Response Due Date and Time: _____

This Project Includes the Following Scopes of Service:

- | | |
|-------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Insulation |
| <input type="checkbox"/> Carpeting | <input type="checkbox"/> Lab and Field Testing Services |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Demolition Services | <input type="checkbox"/> Masonry |
| <input type="checkbox"/> Doors and Frames | <input type="checkbox"/> Millwork |
| <input type="checkbox"/> Drilling | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Drywall | <input type="checkbox"/> Paving and Resurfacing |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Excavation Services | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Fabricated Steel | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Tile |
| <input type="checkbox"/> Glazing Services | <input type="checkbox"/> Weather and Waterproofing |
| <input type="checkbox"/> Hardware | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Heavy Construction Equipment | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Contact our office for detailed information on the scopes of services to be subcontracted and the relevant terms and conditions of the contract.

Contact: _____ at _____ or _____
 (Name) (Telephone) (Fax)

 (Email)

All Responses MUST be received by: _____

CONFIRMATION LETTER

Name of Prime Contractor: _____

Address: _____

Street City State Zip Code
 Telephone: (____) _____ Fax: (____) _____ Proposed Contract Amount: \$ _____

Project/Solicitation Number: ____

Project Name: _____

Type of Agreement (*check one*): ☐ Lump Sum ☐ Unit Price ☐ CommodityPeriod of Performance: _____ Level of Subcontracting (*check one*): ☐ 1st ☐ 2nd ☐ 3rd

Legal Name of Subcontractor*: _____

Subcontractor* Vendor Code: _____

Address: _____
 Street City State Zip Code

Telephone: (____) _____ Fax: (____) _____ Proposed Subcontract Amount: \$ _____

Commodity Code and description of work to be performed by Subcontractor Firm: _____

The Prime Contractor and the Subcontractor listed above agree that the Prime Contractor has provided the Subcontractor with a copy of the City's prevailing wage requirements

Prime Contractor:_____
Legal Name of Firm, as registered with the City_____
Signature_____
Print Name_____
Title_____
Date

STATE OF _____
 COUNTY OF _____
 SUBSCRIBED AND SWORN TO before me on the
 _____ day of _____, 20____.

Notary Public***Including Suppliers, Manufacturers, Alternates****Subcontractor:**_____
Legal Name of Firm, as registered with the City_____
Signature_____
Print Name_____
Title_____
Date

STATE OF _____
 COUNTY OF _____
 SUBSCRIBED AND SWORN TO before me on the
 _____ day of _____, 20____.

Notary Public

City of Austin Subcontract Vendor List - VCRCVS

Solicitation No.: RFP 5500 RJZ3000 Professional Consulting Services New Districts

Version No.: 1

Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code	G/E	LCTN
Vendors Within the SLBP Area					
91800 CONSULTING SERVICES					
AKY5262000 A K YOUNG ASSOC Po Box 650101 Austin Tx 78765-0101		ANNE YOUNG general-akya@att.net 512-476-6686	WB	F/Caucasian	AU
V00000918336 AHW Consulting LLC 9811 S Ih 35 Bldg 6, Ste 100 Austin Tx 78744-7901		Amy Rohsner amy@healthworksergo.com 5128927900 Fax: 5122809298	WB	F/Caucasian	AU
VC0000102527 ALLSTAR BIZ GROUP LLC 6006 Tasajillo Trail Austin Tx 78739		GAIL AUSTIN gailaustin@allstarbizgroup.com 512-767-2222 Fax: 512-949-5054	WDB	F/Caucasian	AU
ALT8322417 ALTURA SOLUTIONS L P 4214 Medical Parkway, Suite 201 Austin Tx 78756		JESUS LARDIZABAL jel@alturasolutionslp.com 512-410-7059	MDB	M/Hispanic	AU
APP8308926 APPLIEDTECH GROUP L L C 12059 Lincolnshire Dr Austin Tx 78758-2217		ROBERTO MORA RMORA@APPLIEDTECHGROUP.NET 512-577-2468 Fax: 512-837-8603	MB	M/Hispanic	AU
V00000904680 Abaci Research & Consulting LLC 135 Crenshaw Ln Bastrop Tx 78602		Kim Stewart kim@abacirc.com 512-663-0493	WDB	F/Caucasian	SL
V00000941850 Alfred Bingham Jr. 2915 Zach Scott Street Austin Tx 78723		Alfred Bingham Jr aj.bingham@gmail.com 7856409972	MDB	M/African American	AU
V00000903997 AmaTerra Environmental, Inc. 4009 Banister Lane, Ste. 300 Austin Tx 78704		Jill Madden jmadden@amaterra.com 512-329-0031 Fax: 5123290012	WDB	F/Caucasian	AU
VS0000018045 B.I.T CONSTRUCTION SERVICES INC 7103 E Riverside Dr Austin Tx 78741		Britanie Olvera britanie@bitservicesinc.com 512-258-5336 Fax: 512-258-5072	MWDB	F/Hispanic	AU
VC0000102206 BEVERLY S. SILAS Po Box 493 Austin Tx 78767-0493		BEVERLY S. SILAS bsilas@beverlysilas.com 512-374-4997 Fax: 5123239800	MWDB	F/African American	AU

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C Code & Description	Vend Code/Adr	Contact Information	W/MB Code	G/E	LCTN
V00000957348 BPM CONSULTING, LLC 2001 Dry Season Trl Austin Tx 78754		Magdalena Blanco bpmconsult.llc@gmail.com 5127318864	MWB	F/Hispanic	AU
V00000917827 BUSINESS & FINANCIAL MANAGEMENT SOLUTIONS LLC Po Box 151708 Austin Tx 78715-1708		MARA ASH mara.ash@bafolutions.com 512-366-8183	MWDB	F/Hispanic	AU
CAR8304844 CARTER DESIGN ASSOC INC 817 W 11th St Austin Tx 78701-2009		DONNA CARTER CDA@CARTERDESIGN.NET 512-476-1812 Fax: 512-476-1819	MWDB	F/African American	AU
CAS7170685 CAS CONSULTING & SVCS INC 7908 Cameron Rd Austin Tx 78754		CHANNY SOEUR channys@casengineers.com 512-836-2388 Fax: 512-836-4515	MDB	M/Asian	AU
V00000927690 CIVIC COLLABORATION LLC 7605 Clydesdale Dr Austin Tx 78745		DIANE MILLER dmiller@civiccollaboration.com 5129713033	WDB	F/Caucasian	AU
V00000948987 Carol L Smith 2900 W. Anderson Ln., Ste. C200, #301 Austin Tx 78757		Carol Lynn Smith clynnsmith@smithcrm.com 5128930538	WDB	F/Caucasian	AU
V00000932862 Chasse Consulting: Sales Strategies, Inc. 3267 Bee Cave Road Ste. 107-331 Austin Tx 78746		Beverly Chasse debbie@chasseconsulting.com 5123471474 Fax: 5125320921	WB	F/Caucasian	AU
VS0000010052 Concept Development & Planning, LLC P.O. Box 5459 Austin Tx 78763-5459		Arin Gray agray@cdandp.com 512-533-9100 12 Fax: 512-533-9101	WDB	F/Caucasian	AU
V00000925166 Concept Thru Commissioning, LLC 12521 Amherst Dr. Ste 200 Austin Tx 78727		Breanne Dene Hanson brenosnah@gmail.com 5125502685	WDB	F/Caucasian	AU
V00000905204 Conquest Consulting LLC 5900 Balcones Dr 243 Austin Tx 78731		Ravi Pare ravi@conquestitconsulting.com 512-297-9213	MB	M/Asian	AU
V00000931374 Contour Collective, LLC 2103 E. 18th St. Suite B Austin Tx 78702		Elaine Andersen ekboston@gmail.com 5124156000	WDB	F/Caucasian	AU

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Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code	G/E	LCTN
V00000928702 Cortez Consulting Services 6609 Manchaca Drive Austin Tx 78745		Laura Jean Cortez laura@cortezconsulting.com 5126948757	MWB	F/Hispanic	AU
VS0000009931 Cox McLain Environmental Consulting, Inc. 8401 Shoal Creek Blvd. Suite 100 Austin Tx 78757		Lorie Cox lorie@coxmclain.com 512-338-2223 Fax: 512-338-2225	WDB	F/Caucasian	AU
VS0000024713 Cultural Strategies Inc. 3300 Bee Cave Rd. #650-1136 Austin Tx 78746		Sebastian Puente spuente@cultural-strategies.com 512-501-4971 701 Fax: 512-501-4971	MDB	M/Hispanic	AU
RAP7016655 DICKENSHEETS DESIGN ASSOCIATES LLC 10919 Conchos Trail Austin Tx 78726		RUTH ANN PAUL ruthann@dickensheets.com 512-331-8977 Fax: 5123318947	WB	F/Caucasian	AU
ETM1783000 E & T MASONRY CONSTRUCTION & REMODELING CO. LLC 9905 Fm 973 North Manor Tx 78653		THOMAS DUKES ETMASONRY@EARTHLINK.NET 512-272-4551 Fax: 512-272-4546	MDB	M/African American	AU
V00000930870 EJBN, Inc. 16238 Ranch Road 620 N Ste. F - 272 Austin Tx 78717		Elston Johnson elston@ejohnsonconsulting.com 5128097552	MB	M/African American	AU
VS0000031778 ENGINEERED EXTERIORS, PLLC 13740 Research Blvd. Suite C2 Austin Tx 78750		Jennifer Doyle jen@engineeredexteriors.com 5125713530	WB	F/Caucasian	AU
V00000926470 ERUDISTIC LLC 2110 W Slaughter Ln Ste 160 Box 131 Austin Tx 78748		David Morris david@erudistic.com 3123179888 Fax: 6305997066	MB	M/African American	AU
V00000945256 Energy Bees, LLC 3717 Indian Point Drive Austin Tx 78739		Sadie Bronk sadiebronk@energybees.com 5129818353	WB	F/Caucasian	AU
VS0000025424 Energy Renewal Partners, LLC 1221 South Mopac Expy Suite 225 Austin Tx 78746		Trisha Elizondo telizondo@energyrenewalpartners.com 512-222-1125 Fax: 5122221132	WB	F/Caucasian	AU

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Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code	G/E	LCTN
V00000937193 Esolvit, Inc. 11675 Jollyville Rd. Ste 152 Austin Tx 78759		Usha Boddapu hub@esolvit.com 5123509564 Fax: 5126286256	MWDB	F/Asian	AU
FAC8301027 FACILITIES RESOURCE INC 11100 Metric Blvd, Suite 450 Austin Tx 78758-4000		Darren Ross dross@fri-texas.com 512-371-1232 Fax: 512-371-9155	WDB	F/Caucasian	AU
V00000932222 FERMAT SOFTWARE LLC 555 Round Rock West Dr Suite E-233 Round Rock Tx 78681		KHURRAM QURESHI khurram@fermatsoftware.com 5123640395	MB	M/Asian	SL
VS0000034750 Fagan Consulting, LLC 16001 Spillman Ranch Loop Austin Tx 78738		Ronald Fagan ron@faganconsulting.com 512-517-8053	MDB	M/African American	SL
V00000952098 Galindo Environmental Consulting, LLC 2900 W Anderson Lane Ste C-200 #198 Austin Tx 78757		Mary Jo Galindo galindoenv@gmail.com 5125637999 Fax: 5124519716	WDB	F/Hispanic	AU
V00000933967 Gem Solution LLC 1 Chisholm Trail Road Suite 450 Round Rock Tx 78681		Doyin Oke solomon.sonia@gmail.com 7132720004	MWDB	/African American	SL
V00000939858 Gerardo Gutierrez 2941 Magellan Way Round Rock Tx 78665-5670		Jerry Gutierrez contact@cintman.com 5122708906 Fax: 5122708906	MDB	M/Hispanic	AU
V00000947913 Global DIM Services LLC 5510 S Ih35 Frontage Rd Suite 250 Austin Tx 78745		Edwin E Trevino info@signarama-austin.com 5123738303 Fax: 5123738274	MWB	F/Hispanic	AU
HUR2455500 HARUTUNIAN ENGINEERING INC 305 E Huntland Dr Ste 500 Austin Tx 78752-3730		TAKOOHY HARUTUNIAN PROCURE@HEIWORLD.COM 512-454-2788 Fax: 512-454-6434	WB	F/Caucasian	AU
HVJ2459750 HVJ ASSOCIATES INC 1701 Directors Boulevard, Suite 910 Austin Tx 78744-1096		HERBERT V. JOHNSON hjohnson@hvj.com 7372225151 Fax: 281-933-7293	MDB	M/African American	AU

**City of Austin
Subcontract Vendor List - VCRCVS**

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Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code	G/E	LCTN
V00000939833 HVJ South Central Texas - M&J, Inc. 4201 Freidrich Lane Suite # 110 Austin Tx 78744		MUHAMMAD MUSTAFA mmustafa@hvj.com 5124479081 Fax: 5124433442	MDB	M/Asian	AU
V00000925390 INDIO SOLUTIONS INC 11921 Reedsport Trl Austin Tx 78754		MARK CASTILLO mark.castillo@gmail.com 9157908116 Fax: 8664476756	MDB	M/Native American	AU
V00000934742 INXELERATE SOLUTIONS LLC 1326 Mesquite Rd Cedar Park Tx 78613		HADYN INNISS hadyn@inxelerate.com 5126585726 Fax: 5122579519	MB	M/African American	AU
VC0000102123 JANKEDESIGN INC 1100 W 6th St Austin Tx 78703		KAMELA JANKE KJANKE@JANKEDESIGN.COM 512-329-8343 Fax: 512-329-6195	WDB	F/Caucasian	AU
V00000917174 JN3 Global Enterprises LLC 6034 West Courtyard Drive Suite #150 Austin Tx 78730		James Nowlin jnowlin@excelglobalpartners.com 512-501-1155	MDB	M/African American	AU
V00000958514 Judith Paciocco 1913 Chalk Rock Cove Austin Tx 78735		Judith Paciocco judypaciocco@gmail.com 5125875839	WB	F/Caucasian	AU
IHS8315176 LESLIE MARRERO 3005 S Lamar Blvd #D109 Pmb314 Austin Tx 78704-9995		LESLIE MARRERO lesmarrero@gmail.com 512-589-5844	MWB	F/African American	AU
V00000950397 LaQuetta Washington 4113 Hidden View Ct Round Rock Tx 78665		LaQuetta Washington lqiconsultinggrp@gmail.com 8478459018	MWDB	F/African American	AU
VS0000031322 LaTonya J Pegues 3201 Bee Caves Rd, Ste 161662 Austin Tx 78746		LaTonya Pegues lpegues@boazent.com 5126863664	MWB	F/African American	AU
V00000929188 LeStella S Valley 400 Wimberley Oaks Drive Wimberley Tx 78676		LeStella Valley lestella@sunstarservices.guru 5128478780	WDB	F/Caucasian	SL
V00000956342 Lindsay Elizabeth Liggett 5904 Fairlane Drive Austin Tx 78757		Lindsay Liggett lindsay.liggett@gmail.com 5124171645	WDB	F/Caucasian	AU

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Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code	G/E	LCTN
V00000929374 Luminara Consulting Inc 1819 Alta Vista Ave Austin Tx 78704-3152		Rosemary Holly rosemary.holly@luminaraconsulting.com 5126806069	WDB	F/Caucasian	AU
VS0000022114 Lynn Taylor 4500 E. Palm Valley Blvd Ste. 108 Round Rock Tx 78665		Lynn Taylor ltaylor08@hotmail.com 5122971246	MWB	F/African American	AU
VC0000101572 MCCANN ADAMS STUDIO 515 Congress Ave, Ste 1600 Austin Tx 78701		JANA MCCANN JANAM@MCCANNADAMSSSTUDIO.COM 512-732-0001 Fax: 512-732-0004	WDB	F/Caucasian	AU
V00000901105 Marc A Rodriguez 1122 Colorado, Suite 2399 Austin Tx 78701		Marc A Rodriguez mrodriguez91@austin.rr.com 512-494-9798	MDB	M/Hispanic	AU
V00000918880 Margaret A Castillo 658 Covent Dr. Kyle Tx 78640		Margaret Ann Castillo castillo122613@gmail.com 512-573-2165 Fax: 5125043499	WMB	F/Hispanic	SL
V00000930041 Melissa Pope 6800 West Gate Blvd #132213 Austin Tx 78745		Missy Pope missy@popeconsult.com 5126770803	WB	F/Caucasian	AU
V00000937239 Mesa Integrated Solutions, Inc. 3720 Whitt Loop Austin Tx 78749		John Javier Mora dkid83@yahoo.com 5126630433	MDB	M/Hispanic	AU
VS0000019526 Mo'mix solutions 15552 Fitzhugh Rd Dripping Springs Tx 78620		Erin Latham elatham@momixsolutions.com 512-423-2932 Fax: 512-402-9525	WDB	F/Caucasian	SL
V00000935768 Nelisa Heddin Consulting, LLC 301 Palos Verdes Austin Tx 78734		Nelisa Heddin nheddin@nelisaheddinconsulting.com 5125891028	WB	F/Caucasian	AU
V00000914805 NetCloud LLC 4205 Buckskin Rd Cedar Park Tx 78613		Mehul Satasia mehul@netcloud.com 512-568-9608	MDB	M/Asian	AU
V00000946489 Newton O'Neill Communications LLC 5000 Mission Oaks Blvd Unit 10 Austin Tx 78735		Lisa O'Neill lisa@newtononeill.com 5127666178	WB	F/Caucasian	AU

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No.: RFP 5500 RJZ3000 Professional Consulting Services New Districts

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V00000946068 North Park Consulting, LLC 2303 Alayna Cove Austin Tx 78754		Tori Blake blake2003@gmail.com 2024891011	MWDB	F/African American	AU
VS0000032495 O-SDA Industries, LLC 5714 Sam Houston Circle Austin Tx 78731		Megan De Luna mdeluna@o-sda.com 8303300762	MWB	F/Native American	AU
V00000932002 One-Fourth Consulting, LLC 3816 S Lamar Blvd. #2307 Austin Tx 78704		James Guerra james@jgconsulting.us 2149345537	MB	M/Hispanic	AU
VS0000020921 PMCS SERVICES INC 119 Nueces Street, Suite 200 Austin Tx 78701		Madhu R Basu basu@pmcsservices.com 5125074975 Fax: 5125927999	MDB	M/Asian	AU
VS0000037698 PROFESSIONAL STRUCIVIL ENGINEERS INC 12710 Research Blvd. Suite 390 Austin Tx 78759		Mirza Baig psce@psceinc.com 512-238-6422	MDB	M/Asian	AU
V00000924021 Paseo LLC 1808 Niles Road Austin Tx 78703		Love Nance l@paseobrands.com 5129653711	MWDB	F/Hispanic	AU
V00000953919 Queen of Hearts CPR 263 Housefinch Loop Leander Tx 78641		Anna Maria Rogers anna@queenofheartscpr.com 5128189601	MWDB	F/Hispanic	SL
GRO7148575 RJW OPERATIONS INC 8401 Shoal Creek Blvd Austin Tx 78757		ROBENA JACKSON rj@groupsolutionsrjw.com 512-448-4459 Fax: 512-454-1342	MWDB	F/African American	AU
V00000941578 Ramos Consulting, LLC 2121 Lohmans Crossing Road Suite 504-409 Lakeway Tx 78734		Adalberto Javier Ramos jerry.ramos@ramosconsultingllc.com 5123292115	MDB	M/Hispanic	AU
V00000936492 Regina V Adams 20308 Thumper Jack Court Pflugerville Tx 78660		Regina V Adams dbasmithandassociates@gmail.com 5129476349	MWB	F/African American	AU
V00000947958 Renee N Marze 2103 Dayflower Trace Cedar Park Tx 78613		renee renee@freedompracticesolutions.com 5126582181 Fax: 5126582181	WB	F/Caucasian	AU

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VS0000012578 Rifeline, LLC 3724 Jefferson St Ste 114 Austin Tx 78731		Lynda Rife lrife@rifeline.com 5127979019	WDB	F/Caucasian	AU
V00000929679 Rindy and Associates Inc 2401 East 6th Street #1007 Austin Tx 78702		Cynthia Miller cmiller@rindymiller.com 5126329788 Fax: 5124728145	WB	F/Caucasian	AU
VS0000028714 Round Rock Geophysics LLC Po Box 5668 Round Rock Tx 78683		Bereket M. Derie Bderie@roundrockgeo.com 512-497-8728	MB	M/African American	SL
SNA8315942 SNAP MANAGEMENT GROUP INC 901 East 12th Street Austin Tx 78702		DARRELL PIERCE Darrell@snapmgt.com 512-477-8788 Fax: 512-474-8788	MDB	M/African American	AU
V00000937728 SPETT Solutions Inc. 304 Raging River Rd Cedar Park Tx 78613		Roy Gracious Olekangal spettsolutions@gmail.com 5125224686	MDB	M/Asian	AU
V00000934445 SV TECHNOLOGY SERVICES 15517 Brodick Drive Austin Tx 78717		Swathi Chandupatla schandhupatla@gmail.com 5124389453 Fax: 5124389453	MWB	F/Asian	AU
V00000922609 Sara Ines Calderon Po Box 152548 Austin Tx 78715		Saralnes Calderon saralnes.calderon@gmail.com 9564552583	MWB	F/Hispanic	AU
V00000947096 ShadeMaker Studio, LLC Po Box 6041 Austin Tx 78762		Shaney Clemmons shaney@shademakerstudio.com 2069720743	WB	F/Caucasian	AU
V00000938412 Sheryl N. Cole 4101 Wildwood Austin Texas 78722 Austin Tx 78722		Sheryl Cole cole.sheryl@gmail.com 5127975305 Fax: 5127975305	MWB	F/African American	AU
V00000930280 Simagineers LLC 700 Lavaca St Ste 1401 Austin Tx 78701		Matthew Snead matt.snead@simagineers.com 5123637676	MOB	M/Native American	AU
V00000925313 Smith Turrieta, PLLC Po Box 5902 Austin Tx 78763		Susan Turrieta susan@smithturrieta.com 5125699022	WDB	F/Caucasian	AU

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V00000907348 Sparkovation IT, LLC 12407 N. Mopac Expy #250-309 Austin Tx 78758		Thomas Miranda tmiranda@sparkovation.com 5123334117 Fax: 5123334117	MDB	M/Hispanic	AU
V00000953469 Sperling Consulting, LLC 795 N Pleasant Valley Rd Austin Tx 78702		coline sperling coline@sperlingconsulting.com 5125226487	WB	F/Caucasian	AU
VS0000015857 Spire Consulting Group, LLC Norwood Tower 114 W 7th St Ste 1300 Austin Tx 78701		Anthony Gonzales anthonyg@spirecg.com 5126370845 Fax: 5126370846	MDB	M/Hispanic	AU
V00000914524 Stacy Lynn Guidry 4802 Turnstone Dr. Austin Tx 78744		Stacy Lynn Guidry stacy@owaste.org 512-673-3360	WB	F/Caucasian	AU
V00000933388 T. SMITH INSPECTION AND TESTING, LLC 306 Hazelwood Street Suite #1 Leander Tx 78641		Aaron Cotton, Jr. acotton@tsitservices.com 5123375596	MDB	M/African American	SL
TEC8316580 TECHPEOPLE.US INC 1508 Dessau Ridge Lane Ste 703 Austin Tx 78754		Raul Gonzales raul.gonzales@techpeople.us 512-989-5959 200 Fax: 5126174163	MDB	M/Asian	AU
TSG8306690 TSGI INC 1306 W Anderson Lane Ste #C Austin Tx 78757		Samantha Kool rvela@sedonagroup.com 512-832-5300 Fax: 512-832-5346	WDB	F/Caucasian	AU
V00000943324 TeachTransform Inc. 9003 Currywood Dr. Austin Tx 78759		Cindy Hamilton cindyh@teachtransform.com 5129223581	WB	F/Caucasian	AU
V00000938748 Texas Christian Recovery and Other Support Services, Inc. 1704 E. 12th Street Austin Tx 78702		Tyra Clark tyraclark04@gmail.com 5126539008	MWDB	F/African American	AU
V00000946048 The Allen Management Group, LLC 7220 Razors Edge Drive Austin Tx 78744		Derrick Allen derrick@theallenmanagementgroup.com 5128279092	MWDB	F/African American	AU
VS0000034326 The Entermedia Group, LLC 7719 Woodhollow Drive, Suite 219 Austin Tx 78731		Lorraine Jordan lorraine.jordan@theentermediagroup.com 512-553-8341	MWDB	F/African American	AU

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	VIS7082920 VISUAL INNOVATIONS CO INC 8500 Shoal Creek Blvd Bldg 1 Austin Tx 78757-7530	BRENDA MCCARLEY brenda_mccarley@vicav.com 512-334-1100 Fax: 512-334-1133	MWB	F/Asian	AU
	V00000953346 Xyple LLC 2601 La Frontera Blvd. Unit 1217 Round Rock Tx 78681	Tochukwu Okonkwo tokonkwo@xyple.com 4044888811	MDB	M/African American	SL
	VS0000014892 Yates Consulting Inc 611 S. Congress, Suite 100 Austin Tx 78704	Elyse Yates elyse@influenceopinions.com 512-288-4054 Fax: 5122360843	WB	F/Caucasian	AU
	VS0000022768 Zander Engineering and Consulting, Inc. 12713 Belcara Place Austin Tx 78732	Martha Montemayor Rapier martha@zander-ec.com 512-779-3459	MWB	F/Hispanic	AU
	V00000944802 infoCorvus LLC 1613 Chesterwood Cv Austin Tx 78746	sampath sreetharan sampath@infocorvus.com 5127850954	MDB	M/Asian	AU
91826 Communications: Public Relations Consulting					
	AD18313185 ADISA PUBLIC RELATIONS 1033 La Posada Drive 220 Austin Tx 78752	SHURONDA ROBINSON srobinson@makingthingsclear.com 512-472-6112 Fax: 5126461478	MWDB	F/African American	AU
	V00000949118 AEPARMIA ENGINEERING, PLLC 9101 Burnet Road Suite 209 Austin Tx 78758	MIA PARTON mparton@aeparmia.com 5125753024	MWDB	F/Asian	AU
	ASA8322718 ASAKURA ROBINSON COMPANY L L C 816 Congress Avenue, Suite 1270 Austin Tx 78701	Margaret Robinson margaret@asakurarobinson.com 512-351-9601 Fax: 832-201-7198	MDB	M/Asian	AU
	V00000941850 Alfred Bingham Jr. 2915 Zach Scott Street Austin Tx 78723	Alfred Bingham Jr aj.bingham@gmail.com 7856409972	MDB	M/African American	AU
	V00000945807 American Culture Consultants 312 W 39th St Austin Tx 78751	Jennifer Richmond jennifer@americancultureconsultants.com 7372225185	WDB	F/Caucasian	AU

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V00000941382 Austin City Advocate LLC 3204 Fairfax Walk Austin Tx 78705		Linda Guerrero lhguerrero9@gmail.com 5124768299	MWB	F/Hispanic	AU
VC0000102206 BEVERLY S. SILAS Po Box 493 Austin Tx 78767-0493		BEVERLY S. SILAS bsilas@beverlysilas.com 512-374-4997 Fax: 5123239800	MWDB	F/African American	AU
VC0000101188 BOBBIE GARZA-HERNANDEZ Po Box 3911 Austin Tx 78764-3911		BOBBIE GARZA-HERNANDEZ bobbie@pinkpr.biz 512-878-2246 Fax: 512-878-2244	MWDB	F/Hispanic	AU
V00000957348 BPM CONSULTING, LLC 2001 Dry Season Trl Austin Tx 78754		Magdalena Blanco bpmconsult.llc@gmail.com 5127318864	MWB	F/Hispanic	AU
V00000908007 Beatriz Noriega Antonioli 720 Barton Creek Blvd 720 Barton Creek Blvd Austin Tx 78746		Beatriz Noriega Antonioli bnoriegafocuslatino@austin.rr.com 512-306-7393 Fax: 5123286844	MWB	F/Hispanic	AU
BUS0885250 CAROL SUE HADNOT 6448 Hwy 290 E Ste E107 Austin Tx 78723-1041		CAROL S HADNOT BRC-PRO@SWBELL.NET 512-467-6894 Fax: 512-467-9808	MWDB	F/African American	AU
V00000927690 CIVIC COLLABORATION LLC 7605 Clydesdale Dr Austin Tx 78745		DIANE MILLER dmiller@civiccollaboration.com 5129713033	WDB	F/Caucasian	AU
VS0000010052 Concept Development & Planning, LLC P.O. Box 5459 Austin Tx 78763-5459		Arin Gray agray@cdandp.com 512-533-9100 12 Fax: 512-533-9101	WDB	F/Caucasian	AU
V00000931374 Contour Collective, LLC 2103 E. 18th St. Suite B Austin Tx 78702		Elaine Andersen ekboston@gmail.com 5124156000	WDB	F/Caucasian	AU
V00000928702 Cortez Consulting Services 6609 Manchaca Drive Austin Tx 78745		Laura Jean Cortez laura@cortezconsulting.com 5126948757	MWB	F/Hispanic	AU
VS0000024713 Cultural Strategies Inc. 3300 Bee Cave Rd. #650-1136 Austin Tx 78746		Sebastian Puente spuente@cultural-strategies.com 512-501-4971 701 Fax: 512-501-4971	MDB	M/Hispanic	AU

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V00000930870 EJBN, Inc. 16238 Ranch Road 620 N Ste. F - 272 Austin Tx 78717		Elston Johnson elston@ejohnsonconsulting.com 5128097552	MB	M/African American	AU
VC0000101574 ENVIROMEDIA INC 2021 E 5th St Ste 150 Austin Tx 78702		Valerie Davis vdavis@enviromedia.com 512-476-4368 Fax: 512-476-4370	WDB	F/Caucasian	AU
V00000950830 Elena Q. Media & Consulting LLC 907 Canyon Wren Buda Tx 78610		Elena Quezada Rodriguez eqmediaconsulting@gmail.com 5127843277 Fax: 5123945512	MWB	F/Hispanic	SL
HAY2261500 HAYNES EAGLIN WATERS LLC 6448 E Hwy 290 Ste D105 Austin Tx 78723		CLOTEAL DAVIS HAYNES chaynes@hewaustin.com 512-451-6600 Fax: 512-879-1088	MWDB	F/African American	AU
LAU8322378 LAURA R CARROLL 111 W 8th St Austin Tx 78701		LAURA RAUN LAURA@RAUNPR.COM 512-583-0929 Fax: 5122368890	WB	F/Caucasian	AU
VC0000101540 LORI BRAUN 4415 Sinclair Avenue Austin Tx 78756		LORI BRAUN lori@loribraun.com 512-554-9322	WB	F/Caucasian	AU
VS0000031322 LaTonya J Pegues 3201 Bee Caves Rd, Ste 161662 Austin Tx 78746		LaTonya Pegues lpegues@boazent.com 5126863664	MWB	F/African American	AU
V00000950132 MARIO A ESPINOZA 5007 West Frances Place Austin Tx 78731		MARIO A ESPINOZA marioatx@utexas.edu 5125170019	MDB	M/Hispanic	AU
MAR3044500 MWM DESIGNGROUP INC 305 E Huntland Dr Ste 200 Austin Tx 78752		Julia M Harrod juliah@mwmnc.com 512-453-0767 Fax: 512-453-1734	WDB	F/Caucasian	AU
VC0000102100 NANCY LEDBETTER & ASSOCIATES INC 20020 Farm Pond Ln Pflugerville Tx 78660		NANCY P. LEDBETTER NANCY@NANCYLEDBETTER.COM 512-694-7797 Fax: 512-252-8322	WDB	F/Caucasian	AU
V00000946489 Newton O'Neill Communications LLC 5000 Mission Oaks Blvd Unit 10 Austin Tx 78735		Lisa O'Neill lisa@newtononeill.com 5127666178	WB	F/Caucasian	AU

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V00000946068 North Park Consulting, LLC 2303 Alayna Cove Austin Tx 78754		Tori Blake blake2003@gmail.com 2024891011	MWDB	F/African American	AU
V00000932002 One-Fourth Consulting, LLC 3816 S Lamar Blvd. #2307 Austin Tx 78704		James Guerra james@jgconsulting.us 2149345537	MB	M/Hispanic	AU
GRO7148575 RJW OPERATIONS INC 8401 Shoal Creek Blvd Austin Tx 78757		ROBENA JACKSON rj@grouopsolutionsrjw.com 512-448-4459 Fax: 512-454-1342	MWDB	F/African American	AU
FOL7011755 ROSALIND OLIPHANT P.O. Box 3313 Pflugerville Tx 78691		ROSALIND OLIPHANT ROZOJ@HOTMAIL.COM 5124616311	MWDB	F/African American	SL
V00000944861 Ralph Daniel Yznaga 9204 Stallion Drive Austin Tx 78733		Ralph Daniel Yznaga ryznaga@atxnation.com 5124137615	MB	M/Hispanic	AU
VS0000012578 Rifeline, LLC 3724 Jefferson St Ste 114 Austin Tx 78731		Lynda Rife lrife@rifeline.com 5127979019	WDB	F/Caucasian	AU
V00000929679 Rindy and Associates Inc 2401 East 6th Street #1007 Austin Tx 78702		Cynthia Miller cmiller@rindymiller.com 5126329788 Fax: 5124728145	WB	F/Caucasian	AU
V00000938241 SENTENTIA VERA LLC 1081 Hidden Hills Drive Dripping Springs Tx 78620		TERESA CARBAJAL RAVET tcravet@sententiavera.com 5126334327 Fax: 5128295484	MWB	F/Hispanic	SL
SNA8315942 SNAP MANAGEMENT GROUP INC 901 East 12th Street Austin Tx 78702		DARRELL PIERCE Darrell@snapmgt.com 512-477-8788 Fax: 512-474-8788	MDB	M/African American	AU
VC0000103179 SUE ELLEN JACKSON 8827 Silverarrow Circle Austin Tx 78759		SUE ELLEN JACKSON SEJACKSON@AUSTIN.RR.COM 512-345-5259 Fax: 512-345-1458	WDB	F/Caucasian	AU
VC0000103065 SUSAN ROTH CONSULTING LLC 4111 Tablerock Dr Austin Tx 78731		SUSAN K. ROTH, PE SUSAN@SROTHCONSULTING.COM 512-796-6692	WDB	F/Caucasian	AU

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	VS0000030065 Shaila M Abdullah 8408 Dulac Drive Austin Tx 78729	Shaila Abdullah shailaabdullah@gmail.com 512-924-7674	MWDB	F/Asian	AU
	V00000953469 Sperling Consulting, LLC 795 N Pleasant Valley Rd Austin Tx 78702	coline sperling coline@sperlingconsulting.com 5125226487	WB	F/Caucasian	AU
	TEC8316580 TECHPEOPLE.US INC 1508 Dessau Ridge Lane Ste 703 Austin Tx 78754	Raul Gonzales raul.gonzales@techpeople.us 512-989-5959 200 Fax: 5126174163	MDB	M/Asian	AU
	V00000911108 Taylor Collective Solutions, LLC 2901 Bee Cave Road, Suite A Austin Tx 78746	Kimberly Taylor kim@taylorcollective.com 512-465-2162	WDB	F/Caucasian	AU
	VS0000034326 The Entermedia Group, LLC 7719 Woodhollow Drive, Suite 219 Austin Tx 78731	Lorraine Jordan lorraine.jordan@theentermediagroup.com 512-553-8341	MWDB	F/African American	AU
	V00000921257 Woollard Nichols and Associates 3308 Treadsoft Cove Austin Tx 78748	Kelly Stewart Nichols kelly@woollardnichols.com 5129409739	WB	F/Caucasian	AU
	VS0000014892 Yates Consulting Inc 611 S. Congress, Suite 100 Austin Tx 78704	Elyse Yates elyse@influenceopinions.com 512-288-4054 Fax: 5122360843	WB	F/Caucasian	AU
96129 Economic Impact Studies					
	APP8308926 APPLIEDTECH GROUP L L C 12059 Lincolnshire Dr Austin Tx 78758-2217	ROBERTO MORA RMORA@APPLIEDTECHGROUP.NET 512-577-2468 Fax: 512-837-8603	MB	M/Hispanic	AU
	V00000903997 AmaTerra Environmental, Inc. 4009 Banister Lane, Ste. 300 Austin Tx 78704	Jill Madden jmadden@amaterra.com 512-329-0031 Fax: 5123290012	WDB	F/Caucasian	AU
	VS0000021229 COMMUNITY DEVELOPMENT MANAGEMENT CO INC 317 South Main Street Lockhart Tx 78644	Rudy Ruiz rudyr@ccaustin.com 512-398-7129 Fax: 512-376-7304	MDB	M/Hispanic	SL

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	SAN2347000 HICKS & CO ENVIRONMENTAL/ARCHEOLOGICAL CONSULTANTS 1504 W 5th St Austin Tx 78703-5157	SANDRA E HICKS HICKS@HICKSENV.COM 512-478-0858 Fax: 512-474-1849	WDB	F/Caucasian	AU
96146 INTERPRETER SERVICES (FOREIGN LANGUAGE, HEARING IMPAIRED)					
	ALT8322417 ALTURA SOLUTIONS L P 4214 Medical Parkway, Suite 201 Austin Tx 78756	JESUS LARDIZABAL jel@alturasolutionslp.com 512-410-7059	MDB	M/Hispanic	AU
	V00000934662 Norma H Antunano 201 Brushy Creek Trail Hutto Tx 78634	Norma Antunano principal@exceltransformation.com 5125370089 Fax: 8016519570	MWDB	F/Hispanic	SL
	AME7039605 SANDRA M CHADA P O Box 90848 Austin Tx 78709	SANDRA CHADA aitranslators@aol.com 5126263265 Fax: 512-892-6234	WB	F/Caucasian	AU
	V00000921517 Spanish For All Austin, L.L.C. 5701 W Slaughter Ln A130-467 Austin Tx 78749	Waleska Bonthron wbonthron@spanishforallaustin.com 5129097466	MWB	F/Hispanic	AU
	V00000928599 Susana Pimiento Chamorro 3103 Powell Circle Austin Tx 78704	Susana Pimiento Chamorro susana@pimien.to 5125421769	MWDB	F/Hispanic	AU
96546 Graphic Design Services for Printing					
	ADI8313185 ADISA PUBLIC RELATIONS 1033 La Posada Drive 220 Austin Tx 78752	SHURONDA ROBINSON srobinson@makingthingsclear.com 512-472-6112 Fax: 5126461478	MWDB	F/African American	AU
	VS0000029061 B+V Design, LLC 208 W. 4th St., 3a Austin Tx 78701	Stephanie Motal stephi@b-vdesign.com 512-293-6290	WB	F/Caucasian	AU
	V00000901101 CHRISTEN L CABE 10944 Colonel Winn Loop Austin Tx 78748	CHRISTEN L CABE christen.cabe@gmail.com 972-955-5640	WB	F/Caucasian	AU

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V00000932862 Chasse Consulting: Sales Strategies, Inc. 3267 Bee Cave Road Ste. 107-331 Austin Tx 78746		Beverly Chasse debbie@chasseconsulting.com 5123471474 Fax: 5125320921	WB	F/Caucasian	AU
V00000939969 Civiltude, LLC 5110 Lancaster Ct Austin Tx 78723		Fayez Kazi accounting@civiltude.com 5127616161 Fax: 5127616167	MDB	M/Asian	AU
VS0000024713 Cultural Strategies Inc. 3300 Bee Cave Rd. #650-1136 Austin Tx 78746		Sebastian Puente spuente@cultural-strategies.com 512-501-4971 701 Fax: 512-501-4971	MDB	M/Hispanic	AU
V00000932530 DAHU Agency LLC 101 Westlake Dr Suite 152 Austin Tx 78746-5825		Mindy Castro-League mleague@dahu-agency.com 5126405494	WB	F/Caucasian	AU
V00000950830 Elena Q. Media & Consulting LLC 907 Canyon Wren Buda Tx 78610		Elena Quezada Rodriguez eqmediaconsulting@gmail.com 5127843277 Fax: 5123945512	MWB	F/Hispanic	SL
V00000947913 Global DIM Services LLC 5510 S Ih35 Frontage Rd Suite 250 Austin Tx 78745		Edwin E Trevino info@signarama-austin.com 5123738303 Fax: 5123738274	MWB	F/Hispanic	AU
VC0000102123 JANKEDESIGN INC 1100 W 6th St Austin Tx 78703		KAMELA JANKE KJANKE@JANKEDESIGN.COM 512-329-8343 Fax: 512-329-6195	WDB	F/Caucasian	AU
V00000947928 Jessica H Scanlon 100 East Main Street Suite 201 Round Rock Tx 78665		Jessica H Scanlon jessica@hotdogpr.com 5125376575	MWB	F/Asian	AU
VC0000101540 LORI BRAUN 4415 Sinclair Avenue Austin Tx 78756		LORI BRAUN lori@loribraun.com 512-554-9322	WB	F/Caucasian	AU
PRO8310075 MACWATSON ENTERPRISES INC 807 Stark St Austin Tx 78756-1508		NICKI MACFARLANE NICKI@PROGRAPHIXAUSTIN.COM 512-371-1964 Fax: 512-371-1922	WDB	F/Caucasian	AU

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	VC0000101572 MCCANN ADAMS STUDIO 515 Congress Ave, Ste 1600 Austin Tx 78701	JANA MCCANN JANAM@MCCANNADAMSSTUDIO.COM 512-732-0001 Fax: 512-732-0004	WDB	F/Caucasian	AU
	V00000906815 Monarch Media & Consulting, Inc. Po Box 200850 Austin Tx 78720-0850	Andrea Exter andrea@monarchmediainc.com 512-680-3989 Fax: 8663287199	WB	F/Caucasian	AU
	V00000943993 Ostos LLC 6800 West Gate Blvd Ste 132-474 Austin Tx 78745	Luis Ostos luis.ostos@proforma.com 5124524414 Fax: 5124525682	MDB	M/Hispanic	AU
	V00000905453 RE:CREATIVE LLC 2926 Grimes Ranch Road Austin Tx 78732	Johnny Chau johnny@recreative.com 512-551-0688 101 Fax: 5125510688	MB	M/Asian	AU
	V00000929679 Rindy and Associates Inc 2401 East 6th Street #1007 Austin Tx 78702	Cynthia Miller cmiller@rindymiller.com 5126329788 Fax: 5124728145	WB	F/Caucasian	AU
	VS0000030065 Shaila M Abdullah 8408 Dulac Drive Austin Tx 78729	Shaila Abdullah shailaabdullah@gmail.com 512-924-7674	MWDB	F/Asian	AU
	V00000954403 Susanne Bynum 11704 Saddle Rock Dr. Austin Tx 78725	Susanne Bynum susannebynum@nowdesign.work 7134804124	WDB	F/Caucasian	AU
	VS0000012688 TrachMar, LLC 2900 N Quinlan Park Rd Ste B240 - 321 Austin Tx 78732	Pamela Trachtenberg pamela@trachmar.com 512-828-6430 Fax: 5128287693	MWDB	F/African American	AU
	VS0000006470 Villafana Enterprises Incorporated 2616 Glen Field Drive Cedar Park Tx 78613	Marcy A. Villafana mv@modcatdesign.com 512-619-8911	MWB	F/Hispanic	AU

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Vendors Outside the SLBP Area

91800 CONSULTING SERVICES

VS0000007347 Bocci Engineering, LLC 8300 Fm 1960 West Suite 450 Houston Tx 77070	7135752400 107 8323042295 marketing_bid_notice@bocciengineering.com	WDB	F/Caucasian	TX
V00000910234 Cabling & Wireless Solutions of Texas 22012 Bush Drive Waco Tx 76712	254-235-9058 cancira@cwstx.com	MB	M/Hispanic	TX
V00000911092 EKHP Consulting LLC 425 Oak Springs Dr. Seguin Tx 78155	512-925-4541 8303721029 bill@ekhpconsulting.com	WB	F/Caucasian	TX
ELE7094080 ELECTROSYSTEMS ENGINEERS INC 5400 Suncrest Dr., Ste. B3 El Paso Tx 79912-5609	915-587-7902 103 915-587-7768 jarico@esei.com	MDB	M/Hispanic	TX
V00000954426 Essential Cyber Solutions, LLC 1317 Cattle Crossing Drive Fort Worth Tx 76131	8333276691 1 8333276691 bizops@ecs-ops.com	MDB	M/African American	TX
V00000938325 FFG Strategic Consulting, LLC 363 N Sam Houston Pkwy E, Suite 1100 Houston Tx 77060	8324122524 2819739879 colette.lewis@ffgsconsulting.com	MWDB	F/African American	TX
V00000938118 Horton Lees Brogden Lighting Design INC 233 Lewis Wharf Boston Ma 02110	6172295190 chawley@hlblighting.com	WB	F/Caucasian	OS
V00000937181 K STRATEGIES GROUP LLC Suite 1540 Dallas Tx 75207	2145999766 kkeyes@kstrategies.com	MWDB	F/African American	TX
V00000929067 LAB Information Technology Incorporated 4419 Cedar Elm Ln Manvel Tx 77578	2816090638 6305705300 martin@labusa.com	MB	M/African American	TX
V00000917162 Lynda Coker 4565 Fm 466 Seguin Tx 78155	832-715-0375 iamsafety7@gmail.com	WDB	F/Caucasian	TX

City of Austin Subcontract Vendor List - VCRCVS

Solicitation No.: RFP 5500 RJZ3000 Professional Consulting Services New Districts

Version No.: 1

Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code	G/E	LCTN
VS0000017547 MEDINA CONSULTING COMPANY INC 6391 Dezavala Rd, Ste 106 San Antonio Tx 78249	2106944545 404 2106944577 kmcgookey@medinacci.com		WDB	F/Caucasian	TX
V00000938772 RightGuide Consulting, LLC 507 Teresa Lane Grand Prairie Tx 75052	2142881325 rguia@rightguideconsulting.com		MB	M/Hispanic	TX
VS0000016453 SMARTBRIDGE, LLC 2925 Briarpark Dr Ste 140 Houston Tx 77042	713-360-2500 7133602510 draju@smartbridge.com		MDB	M/Asian	TX
V00000923456 Sri Global, Inc 6119 Ashford Falls Lane Sugar Land Tx 77479	8175014855 kasi@srigl.com		MB	M/Asian	TX
V00000922485 SynchroGrid LLC 1101 University Drive East College Station Tx 77840	7134713429 jperez@synchrogrid.com		MB	M/Hispanic	TX
V00000944450 Tres Flores Consulting, LLC 8241 Liberty Park Boerne Tx 78015	2102865217 officeofgregflores@gmail.com		MB	M/Hispanic	TX
VS0000011021 VIGNON CORPORATION 7324 Gaston Ave., #124-432 Dallas Tx 75214	888-415-1556 170		WDB	F/Caucasian	TX
V00000945085 WitBit Staffing 9901 Valley Ranch Pkwy East Suite 1030 Irving Tx 75063	5127669482 7376669432 aishwarya@witbitstaffing.com		MWB	F/Asian	TX
91826 Communications: Public Relations Consulting					
V00000923800 Amelia Lopez Consulting LLC 103 Lee Cir Rockport Tx 78382-6983	5128098790 amelialopezconsulting@gmail.com		MWB	F/Hispanic	TX
V00000951860 Crystal Raven Matterson 1910 Ese Loop 323 #115 Tyler Tx 75701	9035201020 crystal@crystalravendm.com		WB	F/Caucasian	TX
VS0000027333 Green and Sustainable Services, LLC 2421 Amyx Ranch Drive Ponder Tx 76259	940-597-3723 9404792009 tsmith@gmserv.com		WDB	F/Caucasian	TX

**City of Austin
Subcontract Vendor List - VCRCVS**

Solicitation No.: RFP 5500 RJZ3000 Professional Consulting Services New Districts

Version No.: 1

Phase: 1

C Code & Description	Vend Code/Adr	Contact Information	W/MB Code	G/E	LCTN
	V00000937181 K STRATEGIES GROUP LLC Suite 1540 Dallas Tx 75207	2145999766 kkeyes@kstrategies.com	MWDB	F/African American	TX
	V00000944450 Tres Flores Consulting, LLC 8241 Liberty Park Boerne Tx 78015	2102865217 officeofgregflores@gmail.com	MB	M/Hispanic	TX
96146 INTERPRETER SERVICES (FOREIGN LANGUAGE, HEARING IMPAIRED)					
	VS0000016702 Sandra Larisa Dejeux 1907 Hanover Springs Lane Richmond Tx 77406	281-639-0479 281-633-0784 sldejeux@aol.com	MWB	F/Hispanic	TX
96546 Graphic Design Services for Printing					
	V00000951536 Elizabeth Williams #2602 San Antonio Tx 78217	5129133784 elizabeth@ten400.com	WB	F/Caucasian	TX
Total in SLBP:				177	
Total Outside SLBP:				25	

GOOD FAITH EFFORTS INSTRUCTIONS (CITY OF AUSTIN ORDINANCE 2-9A-D)

At a minimum, the following should be submitted to support Good Faith Effort documentation:

- ❑ Solicitation sent to MBE/WBE firms in the Significant Local Business Presence (SLBP – 5 Counties include Travis, Hays, Williamson, Bastrop, and Caldwell) identified on the availability list for subcontracting opportunities not less than **7 business days** prior to bid date. Notices must be sent using two separate reasonable, available, and verifiable methods (e.g. email, fax, mail, or phone).
 - ❑ **Such as evidence of written notice includes copy of letters (solicitation notice) that was sent by email, fax, or mail.**
 - ❑ **Such as evidence of two separate methods used to notify MBE/WBEs include fax logs, email confirmations, copies of stamped envelopes/hand-delivered and/or phone logs (Phone contacts, alone, will not be sufficient.)**
- ❑ Written correspondence to certified vendors should include names, addresses, and other identifying information including your company's phone number, contact person, where to locate plans and specifications; and due date for responding.
- ❑ Take appropriate steps to follow up the initial solicitation with interested MBEs or WBEs.
 - ❑ **Submit copies of written responses from all respondents to your solicitation.**
 - ❑ **If interested MBEs or WBEs responded, document follow up on log of contacts and include date and contact information**
- ❑ Publish notice in a local publication such as newspaper, trade association publication, or via electronic/social media. (*Facebook Business Page, LinkedIn Business Profile, Twitter Business Account, or see below for a list of local minority trade publishers*)
 - ❑ Bidder/proposer must state a specific and verifiable reason for not contacting each certified firm with a SLBP.
 - ❑ **If MBEs and WBEs were not sent solicitation notices, document reason on log of contacts.**
- ❑ Negotiate in good faith with interested MBEs and WBEs.
 - ❑ **If negotiated in good faith with interested MBEs and WBEs, document results on log of contacts.**
- ❑ Contact SMBR for assistance (i.e. additional scopes identified or assistance with MBE/WBE Program requirements).
- ❑ Not rejecting MBEs or WBEs as being unqualified without sound reasons.
- ❑ Seeking the services of available minority and women community organizations (*See below*)
 - ❑ **Documentation of contacts with trade associations and Chambers of Commerce.**
- ❑ Selecting portions of the work that will increase the likelihood that the MBE/WBE goals will be met.

The following additional Good Faith Efforts factors may also be considered:

- ❑ Efforts to assist MBE/WBEs in bonding, insurance, and financing where appropriate.
 - ❑ **If assistance was provided, document in log of contacts.**
- ❑ Efforts to assist MBE/WBEs in obtaining necessary equipment, supplies, and materials.
 - ❑ **If assistance was provided, document in log of contacts.**

In assessing minimum good faith efforts, SMBR may consider the performance of other Bidder/Proposers successfully meeting the goals.

FAILURE TO COMPLY WITH THE MBE/WBE PROCUREMENT ORDINANCE MAY RESULT IN A DETERMINATION OF NON-COMPLIANCE OR REJECTION OF YOUR REQUEST FOR CHANGE

SMALL & MINORITY BUSINESS RESOURCES CONTACT INFORMATION

Compliance	CERTIFICATION	MAIN OFFICE
512-974-7600	512-974-7645	512-974-7600
512-974-7601	512-974-7601	512-974-7622
Smbrcompliancedocuments@austintexas.gov	smbrcertification@austintexas.gov	www.austintexas.gov/smbr

SMBR's Plan Room

The City of Austin's Small & Minority Business Resources (SMBR) Department has a Plan room for viewing City of Austin project plans and specifications as well as other local, private, and public sector jobs. In addition, SMBR and McGraw-Hill Dodge have partnered to provide contractors up-to-date construction project information, plans and specification through the Internet. Projects include public and private sector opportunities in 100 South and Central Texas counties.

Where is the Plan Room?

It's located at the offices of SMBR
4201 Ed Bluestein Blvd.
Austin, TX 78721

How much will it cost?

There are no fees to access the information. There are minimal fees for copying and printing of plan and specification sheets.

What are my next steps?

Attend a free one-hour orientation session to learn how to operate the on-line service. Call (512) 974-7799 to make an appointment or for more information.

For more information or to view a list of projects currently available in the Plan Room visit website at www.austintexas.gov/smbr under the Plan Room projects.

BONDING

Bonding is a type of protection that a governmental agency or prime contractor may require that your company have in order to work on a contract. A bonding application will take several days. Get started today. Be proactive by making an appointment to talk to SMBR's Bonding Financial Consultant, Luke Ortega Luper as soon as possible. He can be reached at (512-974-7733 or email him at Luke.Luper@austintexas.gov. You will also find past copies of his newsletters on our website at <http://austintexas.gov/departments/bonding>.

Keep in mind that SMBR does not issue bonds; however, we do provide our bonding resource program as a free and confidential service to our business owners.

AUSTIN MINORITY NEWSPAPERS

Capital City Argus News

PO Box 140471
Austin, TX 78714-0471
512-926-0348 Fax: same as phone

El Mundo Newspaper

2112 E. Cesar Chavez
Austin, TX 78702
512-476-8636

La Prensa

PO Box 6504
Austin, TX 78762-6504
512-478-3090 Fax: 512-482-6400

Nokoa The Observer

PO Box 1137
Austin, TX 78767
512-499-8713 Fax: same as phone

The Villager

4132 E. 12th Street
Austin, TX 78721
512-476-0082 Fax: 512-476-0179

World Journal Inc. of Texas/World Journal Chinese Daily News

5855 Sovereign Dr. #C
Houston, TX 77036

Charles M. Miles

Email: CMilesArgus@yahoo.com

Email: info@elmundonewspaper.com

Catherine Vasquez-Revilla

Email: laprensa@aol.com

Akwasi Evans

Email: akwasievens2013@gmail.com

Tommy L. Wyatt

Email: vil3202@aol.com

Sherry Wang

Email: sherrywang1020@yahoo.com

LOCAL MINORITY SERVICE ORGANIZATIONS

Asian Contractor Association

4201 Ed Bluestein Blvd, 2nd floor
Austin, TX 78721
512-926-5400 Fax: 512-926-5410

Austin Area Black Contractors Association

6448 Highway 290 East, Suite E-107
Austin, TX 78723
512-467-6895 Fax: 512-467-9808

Business Investment Growth (BIG Austin)

Capital Plaza Bank Office Building
5407 N. IH-35, Ste 200
Austin, TX 78723
512-928-8010 Fax: 512-926-2997

Business Resource Consultants (BRC)/(Bid Briefs)

6448 Highway 290 East, Suite E-107
Austin, TX 78723
512-467-6894 Fax: 512-467-9808

Greater Austin Asian Chamber of Commerce

8001 Centre Park Drive, Suite 160
Austin, TX 78731
512-407-8240

Greater Austin Black Chamber of Commerce

African-American Heritage Center
912 E. 11th Street, Suite A
Austin, TX 78702
512-459-1181 Fax: 512-459-1183

Greater Austin Hispanic Chamber of Commerce

3601 Far West Blvd, Suite 204
Austin, TX 78731
512-476-7502 Fax: 512-476-6417

U.S. Hispanic Contractors Association de Austin (USHCA)

920 E. Dean Keeton Street
Austin, TX 78705
512-922-0507

Aletta Banks

www.acta-austin.com
Email: asiancontractor@gmail.com

Carol Hadnot

www.abcatx.com
Email: brc-pro@att.net

Stacy Dukes-Rhone

www.bigaustin.org
Email: info@bigaustin.org

Carol S. Hadnot

Email: brc-pro@att.net

Jodie Huynh

www.austinasianchamber.org
Email: jhuynh@austinasianchamber.org

Tam Hawkins

www.austinbcc.org
Email: admin@austinbcc.org

Casilda Clarich

www.gahcc.org
Email: cclarich@gahcc.org

Juan Oyervides

www.ushca-austin.com
Email: info@ushca-austin.com

A K Young Assoc
Po Box 650101
Austin Tx 78765-0101

Adisa Public Relations
1033 La Posada Drive 220
Austin Tx 78752

Aeparmia Engineering, PLLC
9101 Burnet Road Suite 209
Austin Tx 78758

Ahw Consulting LLC
9811 S Ih 35 Bldg 6, Ste 100
Austin Tx 78744-7901

Allstar Biz Group LLC
6006 Tasajillo Trail
Austin Tx 78739

Altura Solutions L P
4214 Medical Parkway, Suite 201
Austin Tx 78756

Appliedtech Group L L C
12059 Lincolnshire Dr
Austin Tx 78758-2217

Asakura Robinson Company L L C
816 Congress Avenue, Suite 1270
Austin Tx 78701

Abaci Research & Consulting LLC
135 Crenshaw Ln
Bastrop Tx 78602

Alfred Bingham Jr.
2915 Zach Scott Street
Austin Tx 78723

Amaterra Environmental, Inc.
4009 Banister Lane, Ste. 300
Austin Tx 78704

Amelia Lopez Consulting LLC
103 Lee Cir
Rockport Tx 78382-6983

American Culture Consultants
312 W 39th St
Austin Tx 78751

Austin City Advocate LLC
3204 Fairfax Walk
Austin Tx 78705

B+V Design, LLC
208 W. 4th St., 3a
Austin Tx 78701

B.I.T Construction Services Inc
7103 E Riverside Dr
Austin Tx 78741

Beverly S. Silas
Po Box 493
Austin Tx 78767-0493

Bobbie Garza-Hernandez
Po Box 3911
Austin Tx 78764-3911

Bpm Consulting, LLC
2001 Dry Season Trl
Austin Tx 78754

Business & Financial Management Solutions
LLC
Po Box 151708
Austin Tx 78715-1708

Beatriz Noriega Antonioli
720 Barton Creek Blvd 720 Barton Creek Blvd
Austin Tx 78746

Bocci Engineering, LLC
8300 Fm 1960 West Suite 450
Houston Tx 77070

Carol Sue Hadnot
6448 Hwy 290 E Ste E107
Austin Tx 78723-1041

Carter Design Assoc Inc
817 W 11th St
Austin Tx 78701-2009

Cas Consulting & Svcs Inc
7908 Cameron Rd
Austin Tx 78754

Christen L Cabe
10944 Colonel Winn Loop
Austin Tx 78748

Civic Collaboration LLC
7605 Clydesdale Dr
Austin Tx 78745

Community Development Management Co
Inc
317 South Main Street
Lockhart Tx 78644

Cabling & Wireless Solutions Of Texas
22012 Bush Drive
Waco Tx 76712

Carol L Smith
2900 W. Anderson Ln., Ste. C200, #301
Austin Tx 78757

Chasse Consulting: Sales Strategies, Inc.
3267 Bee Cave Road Ste. 107-331
Austin Tx 78746

Civilitude, Llc
5110 Lancaster Ct
Austin Tx 78723

Concept Development & Planning, Llc
P.O. Box 5459
Austin Tx 78763-5459

Concept Thru Commissioning, Llc
12521 Amherst Dr. Ste 200
Austin Tx 78727

Conquest Consulting Llc
5900 Balcones Dr 243
Austin Tx 78731

Contour Collective, Llc
2103 E. 18th St. Suite B
Austin Tx 78702

Cortez Consulting Services
6609 Manchaca Drive
Austin Tx 78745

Cox Mclain Environmental Consulting, Inc.
8401 Shoal Creek Blvd. Suite 100
Austin Tx 78757

Crystal Raven Matterson
1910 Ese Loop 323 #115
Tyler Tx 75701

Cultural Strategies Inc.
3300 Bee Cave Rd. #650-1136
Austin Tx 78746

Dahu Agency Llc
101 Westlake Dr Suite 152
Austin Tx 78746-5825

Dickensheets Design Associates Llc
10919 Conchos Trail
Austin Tx 78726

E & T Masonry Construction & Remodeling Co.
Llc
9905 Fm 973 North
Manor Tx 78653

Ejbn, Inc.
16238 Ranch Road 620 N Ste. F - 272
Austin Tx 78717

Ekhp Consulting Llc
425 Oak Springs Dr.
Seguin Tx 78155

Electrosystems Engineers Inc
5400 Suncrest Dr., Ste. B3
El Paso Tx 79912-5609

Engineered Exteriors, Pllc
13740 Research Blvd. Suite C2
Austin Tx 78750

Enviromedia Inc
2021 E 5th St Ste 150
Austin Tx 78702

Erudistic Llc
2110 W Slaughter Ln Ste 160 Box 131
Austin Tx 78748

Elena Q. Media & Consulting Llc
907 Canyon Wren
Buda Tx 78610

Elizabeth Williams
3678 Hidden #2602
San Antonio Tx 78217

Energy Bees, Llc
3717 Indian Point Drive
Austin Tx 78739

Energy Renewal Partners, Llc
1221 South Mopac Expy Suite 225
Austin Tx 78746

Esolvit, Inc.
11675 Jollyville Rd. Ste 152
Austin Tx 78759

Essential Cyber Solutions, Llc
1317 Cattle Crossing Drive
Fort Worth Tx 76131

Facilities Resource Inc
11100 Metric Blvd, Suite 450
Austin Tx 78758-4000

Fermat Software Llc
555 Round Rock West Dr Suite E-233
Round Rock Tx 78681

Ffg Strategic Consulting, Llc
363 N Sam Houston Pkwy E, Suite 1100
Houston Tx 77060

Fagan Consulting, Llc
16001 Spillman Ranch Loop
Austin Tx 78738

Galindo Environmental Consulting, Llc
2900 W Anderson Lane Ste C-200 #198
Austin Tx 78757

Gem Solution Llc
1 Chisholm Trail Road Suite 450
Round Rock Tx 78681

Gerardo Gutierrez
2941 Magellan Way
Round Rock Tx 78665-5670

Global Dim Services Llc
5510 S Ih35 Frontage Rd Suite 250
Austin Tx 78745

Green And Sustainable Services, Llc
2421 Amyx Ranch Drive
Ponder Tx 76259

Harutunian Engineering Inc
305 E Huntland Dr Ste 500
Austin Tx 78752-3730

Haynes Eaglin Waters Llc
6448 E Hwy 290 Ste D105
Austin Tx 78723

Hicks & Co Environmental/Archeological
Consultants
1504 W 5th St
Austin Tx 78703-5157

Hvj Associates Inc
1701 Directors Boulevard, Suite 910
Austin Tx 78744-1096

Hvj South Central Texas - M&J, Inc.
4201 Freidrich Lane Suite # 110
Austin Tx 78744

Horton Lees Brogden Lighting Design Inc
233 Lewis Wharf
Boston Ma 2110

Indio Solutions Inc
11921 Reedsport Trl
Austin Tx 78754

Inxelerate Solutions Llc
1326 Mesquite Rd
Cedar Park Tx 78613

Jankedesign Inc
1100 W 6th St
Austin Tx 78703

Jn3 Global Enterprises Llc
6034 West Courtyard Drive Suite #150
Austin Tx 78730

Jessica H Scanlon
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Round Rock Tx 78665

Judith Paciocco
1913 Chalk Rock Cove
Austin Tx 78735

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2777 N Stemmons Fwy Suite 1540
Dallas Tx 75207

Lab Information Technology Incorporated
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Manvel Tx 77578

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Austin Tx 78701

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Laquetta Washington
4113 Hidden View Ct
Round Rock Tx 78665

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Austin Tx 78746

Lestella S Valley
400 Wimberley Oaks Drive
Wimberley Tx 78676

Lindsay Elizabeth Liggett
5904 Fairlane Drive
Austin Tx 78757

Luminara Consulting Inc
1819 Alta Vista Ave
Austin Tx 78704-3152

Lynda Coker
4565 Fm 466
Seguin Tx 78155

Lynn Taylor
4500 E. Palm Valley Blvd Ste. 108
Round Rock Tx 78665

Macwatson Enterprises Inc
807 Stark St
Austin Tx 78756-1508

Mario A Espinoza
5007 West Frances Place
Austin Tx 78731

Mccann Adams Studio
515 Congress Ave, Ste 1600
Austin Tx 78701

Medina Consulting Company Inc
6391 Dezavala Rd, Ste 106
San Antonio Tx 78249

Mwm Designgroup Inc
305 E Huntland Dr Ste 200
Austin Tx 78752

Marc A Rodriguez
1122 Colorado, Suite 2399
Austin Tx 78701

Margaret A Castillo
658 Covent Dr.
Kyle Tx 78640

Melissa Pope
6800 West Gate Blvd #132213
Austin Tx 78745

Mesa Integrated Solutions, Inc.
3720 Whitt Loop
Austin Tx 78749

Mo'Mix Solutions
15552 Fitzhugh Rd
Dripping Springs Tx 78620

Monarch Media & Consulting, Inc.
Po Box 200850
Austin Tx 78720-0850

Nancy Ledbetter & Associates Inc
20020 Farm Pond Ln
Pflugerville Tx 78660

Nelisa Heddin Consulting, Llc
301 Palos Verdes
Austin Tx 78734

Netcloud Llc
4205 Buckskin Rd
Cedar Park Tx 78613

Newton O'Neill Communications Llc
5000 Mission Oaks Blvd Unit 10
Austin Tx 78735

Norma H Antunano
201 Brushy Creek Trail
Hutto Tx 78634

North Park Consulting, Llc
2303 Alayna Cove
Austin Tx 78754

O-Sda Industries, Llc
5714 Sam Houston Circle
Austin Tx 78731

One-Fourth Consulting, Llc
3816 S Lamar Blvd. #2307
Austin Tx 78704

Ostos Llc
6800 West Gate Blvd Ste 132-474
Austin Tx 78745

Pmcs Services Inc
119 Nueces Street, Suite 200
Austin Tx 78701

Professional Strucivil Engineers Inc
12710 Research Blvd. Suite 390
Austin Tx 78759

Paseo Llc
1808 Niles Road
Austin Tx 78703

Queen Of Hearts Cpr
263 Housefinch Loop
Leander Tx 78641

Re:Creative Llc
2926 Grimes Ranch Road
Austin Tx 78732

Rjw Operations Inc
8401 Shoal Creek Blvd
Austin Tx 78757

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Pflugerville Tx 78691

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Austin Tx 78733

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2121 Lohmans Crossing Road Suite 504-409
Lakeway Tx 78734

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Pflugerville Tx 78660

Renee N Marze
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Cedar Park Tx 78613

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3724 Jefferson St Ste 114
Austin Tx 78731

Rightguide Consulting, Llc
507 Teresa Lane
Grand Prairie Tx 75052

Rindy And Associates Inc
2401 East 6th Street #1007
Austin Tx 78702

Round Rock Geophysics Llc
Po Box 5668
Round Rock Tx 78683

Sandra M Chada
P O Box 90848
Austin Tx 78709

Sententia Vera Llc
1081 Hidden Hills Drive
Dripping Springs Tx 78620

Smartbridge, Llc
2925 Briarpark Dr Ste 140
Houston Tx 77042

Snap Management Group Inc
901 East 12th Street
Austin Tx 78702

Spett Solutions Inc.
304 Raging River Rd
Cedar Park Tx 78613

Sue Ellen Jackson
8827 Silverarrow Circle
Austin Tx 78759

Susan Roth Consulting Llc
4111 Tablerock Dr
Austin Tx 78731

Sv Technology Services
15517 Brodick Drive
Austin Tx 78717

Sandra Larisa Dejeux
1907 Hanover Springs Lane
Richmond Tx 77406

Sara Ines Calderon
Po Box 152548
Austin Tx 78715

Shademaker Studio, Llc
Po Box 6041
Austin Tx 78762

Shaila M Abdullah
8408 Dulac Drive
Austin Tx 78729

Sheryl N. Cole
4101 Wildwood Austin Texas 78722
Austin Tx 78722

Simgineers Llc
700 Lavaca St Ste 1401
Austin Tx 78701

Smith Turrieta, Pllc
Po Box 5902
Austin Tx 78763

Spanish For All Austin, L.L.C.
5701 W Slaughter Ln A130-467
Austin Tx 78749

Sparkovation It, Llc
12407 N. Mopac Expy #250-309
Austin Tx 78758

Sperling Consulting, Llc
795 N Pleasant Valley Rd
Austin Tx 78702

Spire Consulting Group, Llc
Norwood Tower 114 W 7th St Ste 1300
Austin Tx 78701

Sri Global, Inc
6119 Ashford Falls Lane
Sugar Land Tx 77479

Stacy Lynn Guidry
4802 Turnstone Dr.
Austin Tx 78744

Susana Pimiento Chamorro
3103 Powell Circle
Austin Tx 78704

Susanne Bynum
11704 Saddle Rock Dr.
Austin Tx 78725

Synchrogrid Llc
1101 University Drive East
College Station Tx 77840

T. Smith Inspection And Testing, Llc
306 Hazelwood Street Suite #1
Leander Tx 78641

Techpeople.Us Inc
1508 Dessau Ridge Lane Ste 703
Austin Tx 78754

Tsgi Inc
1306 W Anderson Lane Ste #C
Austin Tx 78757

Taylor Collective Solutions, Llc
2901 Bee Cave Road, Suite A
Austin Tx 78746

Teachtransform Inc.
9003 Currywood Dr.
Austin Tx 78759

Texas Christian Recovery And Other Support
Services, Inc.
1704 E. 12th Street
Austin Tx 78702

The Allen Management Group, Llc
7220 Razors Edge Drive
Austin Tx 78744

The Entermedia Group, Llc
7719 Woodhollow Drive, Suite 219
Austin Tx 78731

Trachmar, Llc
2900 N Quinlan Park Rd Ste B240 - 321
Austin Tx 78732

Tres Flores Consulting, Llc
8241 Liberty Park
Boerne Tx 78015

Vignon Corporation
7324 Gaston Ave., #124-432
Dallas Tx 75214

Visual Innovations Co Inc
8500 Shoal Creek Blvd Bldg 1
Austin Tx 78757-7530

Villafana Enterprises Incorporated
2616 Glen Field Drive
Cedar Park Tx 78613

Witbit Staffing
9901 Valley Ranch Pkwy East Suite 1030
Irving Tx 75063

Woollard Nichols And Associates
3308 Treadsoft Cove
Austin Tx 78748

Xyple Llc
2601 La Frontera Blvd. Unit 1217
Round Rock Tx 78681

Yates Consulting Inc
611 S. Congress, Suite 100
Austin Tx 78704

Zander Engineering And Consulting, Inc.
12713 Belcara Place
Austin Tx 78732

Infocorvus Llc
1613 Chesterwood Cv
Austin Tx 78746

CITY OF AUSTIN

PROFESSIONAL CONSULTING SERVICES FOR

NEW DISTRICTS

RFP 550 RJZ3000 | MAY 14, 2019

ASAKURA ROBINSON

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Suite A
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400 South 4th St
Suite 401-225
Minneapolis, MN 55415

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EXECUTIVE SUMMARY

Asakura Robinson Company, along with our team, is pleased to submit our proposal for professional consulting services for the creation of new Souly Districts.

We strive to bring comprehensive, equitable, sustainable, attractive, and implementable solutions that build upon the assets of the selected commercial areas in Austin. For the past 15 years, Asakura Robinson has delivered a variety of successful projects by providing our clients with solutions to complex and challenging problems. We provide expertise on a range of planning and community-focused projects including small area plans, economic development studies, mobility plans, pacemaking strategies, and community organizing efforts.

OUR UNDERSTANDING

We are excited about the program's core assets: a successful track record of creating strong business districts; a proven and enhanced community organizing process with concrete outreach goals; a history of selecting exciting and engaged districts; and support within an active and engaged community. We recognize that a strong process has already been developed, and look forward to using our experience with the program to utilize proven district-creating tools. Therefore our approach is to tie threads together and fill in the gaps, and then focus on implementation, creating strong business districts and implementing placemaking strategies. We also recognize the challenges of providing a plan that "works" for multiple stakeholders. This type of project collaboration represents the very best of Austin's ability to work toward common goals, but requires consideration to ensure that the needs of all communities, stakeholders, agencies and individuals are respected.

OUR TEAM

At **Asakura Robinson**, we have a deep knowledge of Austin-area planning initiatives and pride ourselves on both our professional local work and our community involvement. Our planning studio includes 11 full-time urban planners and designers with extensive experience in public engagement, economic and community development, urban design, landscape architecture, environmental design



and active transportation. Our projects include successful plans and designs developed for urban, suburban, and rural contexts. They encompass all types of planning work, from long-range strategic plans to focused interventions such as detailed designs for streets, parks, and plazas. The common thread between our projects is our emphasis on engaging stakeholders, residents and adjacent businesses and developing a shared identity and public realm that is greater than the individual properties and businesses alone.

To support our work, we have gathered a diverse and knowledgeable team of experts to support the district creation process. For this project, we have teamed with the following local experts:

Cortez Consulting: Led by longtime Austin resident and community engagement specialist Laura Cortez, Ph.D., Cortez Consulting is a community organizing and engagement firm that understands the purpose of meaningful engagement and employs culturally-inclusive practices to implementation. Specific to this project, Cortez Consulting has been providing public engagement services to the City of Austin for key projects such as: Austin Parks and Recreation Department Aquatic Master Plan, Austin Transportation Department Preliminary Engineering Reports, 2016 Mobility Bond: Corridor Construction Program, and Colony Park Sustainable Community: Phase I & II. Cortez Consulting was founded to utilize education to empower communities, and we look forward to her team's local knowledge and expert engagement support on this project.

RCLCO: RCLCO is a local real estate and market advisory firm built on strategic thinking, local market knowledge, and client focus. We look forward to utilizing their proven expertise to develop economic development strategies and to use education to engage stakeholders around economic strategies.

Participation Studio is a San Antonio-based creative placemaking and design studio motivated by a desire for the high quality, inclusive, thoughtful development of places. They craft products, places, and processes with the belief that design should function as an openly accessible tool for everyone. We use creativity to solve organizational and business challenges for public agencies, startups, private companies, and non-profits to reach solutions of measurable impact. The resulting engagements and experiences are authentic, innovative, and supportive of top-level organizational goals. Their expertise and hands-on design approach will allow our team to work with stakeholders to develop and implement placemaking strategies during the district-creation process.

Leonid Furmansky: Leonid is an Austin-based architectural and public space photographer. His portfolio of architectural and public art photography, combined with his local knowledge of Austin communities, will enable him to provide compelling and attractive photography for the selected districts.

OUR APPROACH

Our experience allows us to recognize the challenges facing the commercial districts in Austin. With decades of experience interpreting market signs and utilizing the tools available to planners, we understand the challenges that businesses face in our current economic and regulatory environment. Our goal is to reinforce the long-term viability of the community and that investment brings amenities, jobs, and services that will benefit the business district stakeholders. Our team brings a unique methodology based on the belief that public engagement and multi-disciplinary collaboration are the cornerstones of any project. We believe that implementation happens when the community takes ownership of the planning and design process.

Our team's mission and philosophy is reflected in our everyday practices. Our relationships and successful collaborations thrive on advocating what we believe in. We are confident that the City of Austin can truly rely on our team to see a highly successful project through to completion.

Sincerely,



Zakcq Lockrem, Managing Principal | Director of Planning



A man with a beard and sunglasses on his head, and a woman with sunglasses on her head, are looking at a display board. The board has a yellow section with a color chart and two photos of a street scene, and a blue section with two photos of a street scene. The background is a blurred city street with buildings.

SECTION 1

BUSINESS ORGANIZATION



Congress Avenue Urban Design Initiative, Austin, TX

BUSINESS ORGANIZATION

FULL NAME

Asakura Robinson Company, LLC

ADDRESS OF ORGANIZATION

1902 Washington Avenue, Suite A
Houston, TX 77007

TYPE

Parent Company

BRANCH OFFICE

1224 E. 12th Street, Suite 310
Austin, TX 78702

OWNERSHIP TYPE

Partnership

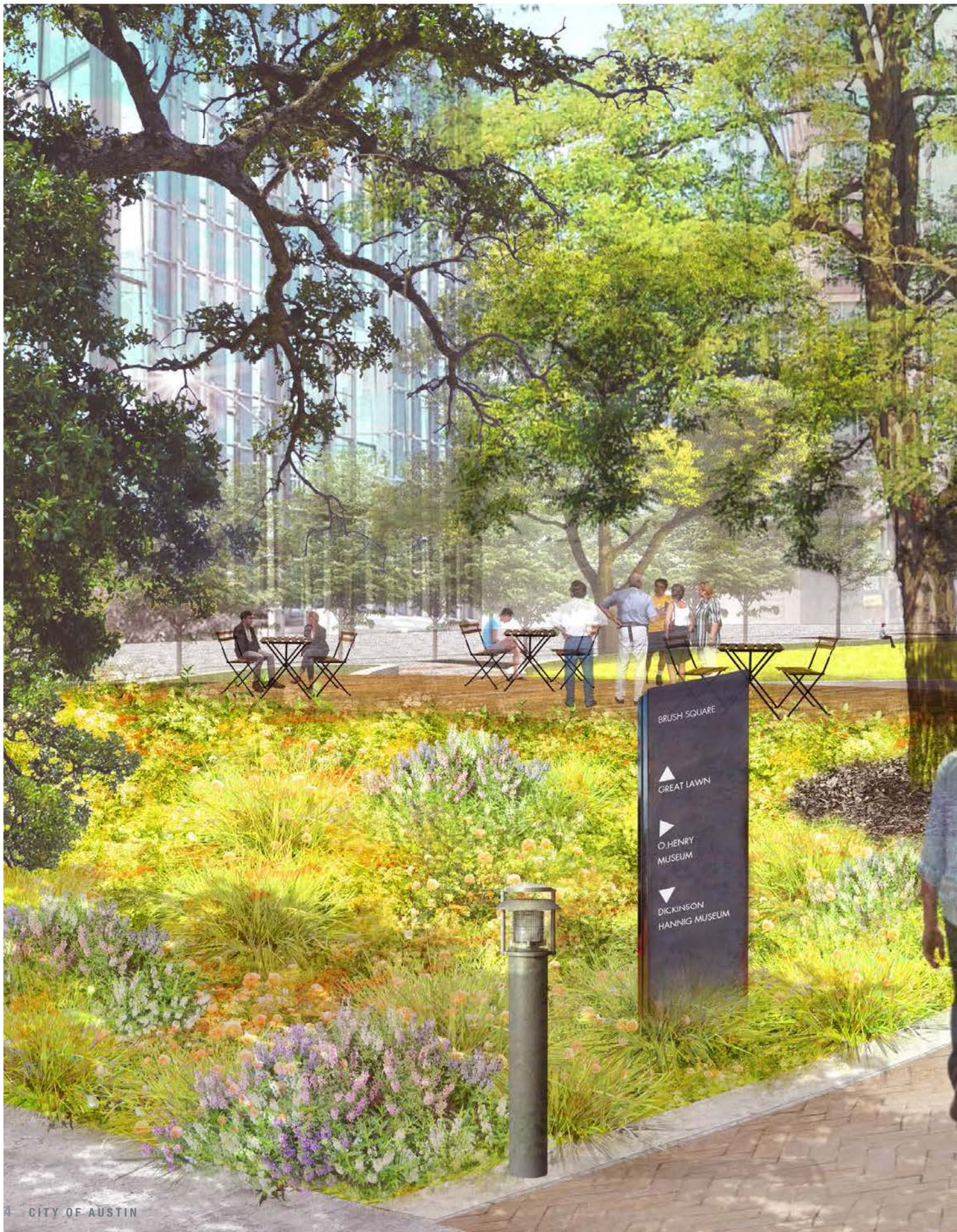
STATE OF BUSINESS LICENSURE

Texas

WORKING WITH US

“Asakura Robinson brought outstanding vision, dedication and skill to the project, producing a thoughtful, compelling and beautiful document that won both public and official endorsement.”

- Alan Holt, Principal Planner
City of Austin Planning & Zoning





SECTION 2

SYSTEM CONCEPT & SOLUTION



Brush Square Master Plan, Austin, TX

SYSTEM CONCEPT & SOLUTION

We are pleased to submit our qualifications for consulting services resulting in the formation of New Districts for the SouLY program.

We believe initiative has led to the creation of stronger and more nimble business districts in Austin, and we look forward to working with selected new districts through the refined process.

Our team proposes to bring fresh strategic implementation ideas to the table, while building on previous planning work. We will seek to develop not just another plan, but real, implementable projects with viable funding sources. Through the metric-driven stakeholder outreach process, with quick feedback loops and quick action on new information, and with our like-minded team members, we have developed the following six concept areas that we see as keys to success on this project:

Build Strong Commercial Districts by Emphasizing Strengths and Building on Opportunity

A significant amount of our team's work takes place in small- and medium-sized commercial districts, and focuses on setting visions that utilize limited resources to catalyze lasting security. Our staff's previous work on inclusive commercial development suggests a number of programs and policies that can be utilized to support existing businesses, encourage entrepreneurship, and allow for inclusive change and growth. For example, working with the Crescent City Community Land Trust in New Orleans, Asakura Robinson's Principal Alexandra Miller developed a commercial program that targeted federal dollars toward creating food access and health care access for low-to-moderate income communities, while mobilizing local and philanthropic dollars to help entrepreneurs and small businesses thrive on rapidly developing commercial corridors in higher-income areas. We also recognize the importance of leveraging major employers in the area to complement the growth of local small businesses: downtown is an area where improvements can benefit the community as well as existing employers, by helping this area become a modern development that meets the needs of today's economy.

Our work often focuses on assisting communities with plans that lift up community assets, culture, and economic potential while working to mitigate quality of life and affordability issues for residents. Many historic commercial streets have the potential to reemerge as a vibrant, community-serving corridors, and to have this change benefit the community and reflect the area's diverse culture, while others, already strong, must have support to not become victims of success. A strong, locally-based commercial climate has the potential to provide a strong contrast to the sprawling development to the east, and draw business closer to the city center. Our approach emphasizes linked efforts that leverage new resources for growth and development, while ensuring that existing residents enjoy and benefit from the change that results. We understand how property values, insurance markets, historic housing stock, and economic growth combine to create unique housing markets that can be "tipped" through public-sector intervention that incentivizes private market action. Our team also brings extensive experience with and knowledge of diverse special districts, including PIDs, Management Districts, tax increment districts, Commercial Community Land Trusts, Business Improvement Districts, and MUDs. We frequently work for these organizations and often delve into the relevant local government codes to help our clients understand their abilities and limitations.

Use Catalytic Projects to Support Placemaking Goals

Our team includes placemakers that built "place capital", the shared public wealth on which communities thrive. We bring creative problem solving and design thinking to tough urban challenges, using placemaking to engage the community and spark activity. We will work to develop the active, vibrant, mixed-use character that will to increase each district's competitiveness and quality of life. We will take a data-driven approach to analyzing obstacles to community goals and identifying catalytic opportunities to pivot the area's trajectory. Our team will work with the project stakeholders, landowners, developers, and existing and potential commercial tenants to build a vision for future development that includes strategies for structures, the public realm, parks and open spaces, and parking that compliment and encourage the desired types of private development. We will work to create placemaking strategies that further the commercial stakeholders goals and that is rooted in economic reality.

Organize the Business- and Land-Owners to Build Capacity Ensure Implementation

Our team believes deeply in the public engagement process: a successful planning process should be measured by whether community members feel ownership of the final plan document and ready to move forward with the implementation process. We will work to build the capacity of community members and leaders to implement the plan. We also understand that engaging business owners and employees requires targeted and specific engagement to meet busy schedules and to emphasize why planning is important. We have extensive experience engaging business owners, landowners, and residents in a variety of languages, and have included Spanish-speaking team members in anticipation of engagement. We have extensive experience with the unique challenges of working with multiple stakeholders, all of whom have different implementation capabilities, in terms of funding, mission, and ability to own and maintain land and buildings. We will work closely with staff from the client team and other stakeholders to ensure that all needs are met within the plan and that implementation responsibilities are both equitable and clear. Our team is ready to engage all stakeholders, from the grassroots, such as elected officials, business owners, and non-profit and foundation leaders, as well as residents and community members at the grassroots.

Enable Stakeholders to See Through a Development Lens

One of the strengths of the Souly program is that a well-tailored economic analysis will enable business and property owners the see what a developer sees when they look at their district. Throughout the community organizing process, using the results of initial economic analysis, we will educate stakeholders on strengths and weaknesses through the eyes of the marketplace, and develop an economic strategy that is rooted in market reality. Engaging stakeholders through market-based processes will enable them to better see threads such as development pressure and parking regulations, and build capacity for the district to face these issues in the future. Our team has extensive experience working with business owners to face sometimes difficult market realities, and we pride ourselves on being able to use this information in a productive and solution-oriented manner.



Develop Place-Based Strategies That Reflect Each District's Unique Characteristics

Austin is home to a variety of culturally-unique business districts that can benefit from a strong strategy that can support the community's larger social and economic goals. Our team will explore ways to better demonstrate each district's identity by creating a stronger and more cohesive connection between the unique community and the streetscape and placemaking features of the area. We have worked with a variety of communities to develop comprehensive and all-encompassing branding and placemaking strategies that tell the story of residents and present a united message to visitors. Our team has worked in numerous cultural districts around the country and are excited by the prospect of working with such a unique community on this effort.

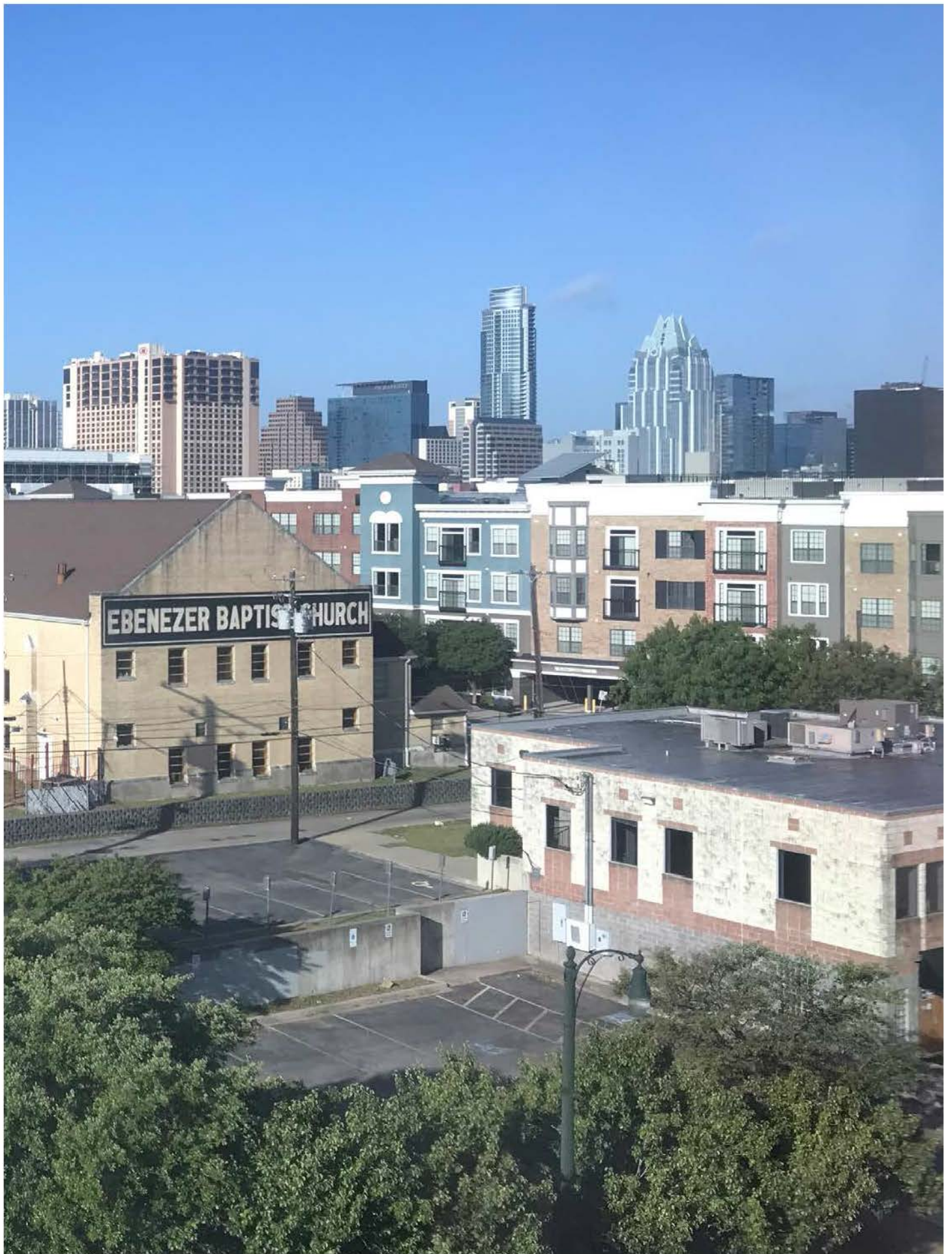
Work Efficiently Within the Business District Development Process

Our team has experience with the Souly program, and understands the time involved with organizing materials for a variety of meetings. We are excited by the opportunity to work within the process and with the materials provided by the **Business District Development Process (BDDP)**, in order to maximize available staff and consultant time on district formation. We have experience plugging into both existing planning processes and developing our own, and our experience with the Souly program allows us a deep understanding of the intent and application of the **BDDP**.



SECTION 3

PROGRAM



PROGRAM

TASK 1

Project Initiation, Coordination, & Management

Upon receipt of a Notice to Proceed, Asakura Robinson will set a date for a **Kick-Off Meeting** with the project team to discuss project scope and schedule, data and template inventory and management, and the agenda for the first site visits, which will include a walking tour of the selected districts. At this meeting, the consultant team will distribute a **Project Reference Guide** that sets standards for communication and the production of deliverables. It will contain a draft project schedule and a sample of graphic standards and available templates from the **Business District Development Process (BDDP)** materials, to ensure the key information and findings will be consistently formatted and communicated throughout the course of the project. At the Kick-Off Meeting, dates will be set for initial site tours.

After the **Kick-Off Meeting**, the consultant team will review relevant reports, regulations, policy initiatives, community plans, and historical information for the two selected districts. The team will provide a summary matrix documenting this review.

The **initial site tours** will be scheduled for a time that the selected districts will have a peak amount of activity, in order to observe the district's processes. These tours may take the form of walking, biking, or driving tours, although walking is preferred. Selected subconsultants may join these initial tours, including Cortez Consulting, as they will be handling the bulk of the community organizing activities.

Leonid Furmansky, an Austin-based architectural photographer, will provide professional photography for each district at the time deemed appropriate by the project team. Based on his professional experience, he will suggest times that will yield active and attractive photos.

Asakura Robinson will handle all project coordination and will be the point of contacts for the subconsultants on the project. Asakura Robinson will set up all phone calls, ensure subconsultants attend biweekly calls as is relevant, and keep a basic data set of engagement activities and status. The consultant team will provide content and graphic design support for press releases, social media posts, and other



public-facing materials, and will direct all media inquiries to the Contract Manager.

The consultant team has native Spanish, Mandarin, and Vietnamese speakers that can be utilized as needed for translation. We understand that in some cases native language knowledge does not translate to planning-specific vocabulary. In the event that another language or supplementary services are needed, the team will utilize existing relationships with Austin-based interpreters, and the services offered by the Austin Area Translators and Interpreters Association (AATIA) to secure needed translation.

TASK 1 DELIVERABLES:

- Project kickoff meeting/call
- Project Reference Guide
- Summary matrix of existing documents
- All project coordination including ongoing biweekly calls
- Professional photographs of each district (100 per)
- Translation services as needed
- Client meeting summaries
- Media and social media content

TASK 2

Community Organizing

Stakeholder engagement that is rooted in place, community organizing principles, and each community's specific needs will occur throughout the lifetime of the project. Engagement will be the crucial component as the project team seeks to balance the needs of current and future district stakeholders, and will serve as a key data collection tool. In order to best utilize the project fee, the team will utilize the materials in the **BDDP**, and work towards the engagement metrics provided, with a final goal of educating 75% of stakeholders in each district by the end of the project.

One of our team's major strengths is building consensus for our projects and among the stakeholders for which we serve. We accomplish this through thoughtful listening and ensuring all voices are heard, particularly when there are differences of opinion or community members feel a strong sentiment towards the project. When there is tension among the project team and community, we encourage individual meetings with stakeholders to create small achievable goals and to build trust. For this particular project, we will utilize Task 2 to create resources for business owners and merchants to ensure their businesses continue to grow and thrive. More importantly, that they understand the importance of creating a business district and how it can enhance their businesses.

For each of the two selected districts, the team will work towards the following outreach goals:

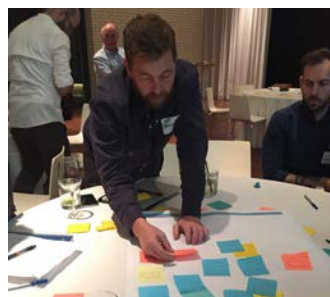
- Open House: 20%
- District Meeting 1: 40%
- District Meeting 2: 50%
- District Meeting 3: 60%
- Overall: 75%

In addition to these targets, our team will ensure 50%+1 participation in the name vote and the district formation vote.

To achieve these targets, our team will utilize the following meetings for both districts as outlined by the **BDDP**:

- Up to 6 rounds of door to door outreach prior to each Open House (3 meetings/district)
- Up to 1 round of door to door outreach prior to each meeting
- Up to 12 Business Leadership Team meetings (6 meetings/district)
- Up to 12 District Stakeholder meetings (6 meetings/district, including Stakeholder Mixer)

Business Leadership Team meetings will be held and documented as detailed in the **BDDP**. These meetings will



include high-level district activities, such as selecting boundaries, name, mission, vision, bylaws, and election process. These meetings will include up to two rounds of training by the consultant team.

District Stakeholder meetings will cover a larger audience than the leadership meetings, and confirm initial decisions made by this leadership. These meetings will provide consensus confirmation of business district activities. These meetings will also cover:

- Adoption of district boundaries, name, bylaws, board nominations and election process, mission, and vision;
- Consensus on district priorities such as transportation, right-of-way usage, beautification, and compatibility;
- Development of district strategies;
- Analysis of market conditions;
- Cost estimates;
- Branding, including logo and tagline;
- Stakeholder mixer (targeting 40% of business population per the **BDDP**); and
- Identification and implementation of placemaking projects.

After all engagement activities **Community Organizing Summaries** will be submitted to the client within two business days. These summaries will include updates on target outreach statistics and tracking of all engagement activities.

TASK 2 DELIVERABLES:

All Community Outreach, as detailed above
Community Organizing Summaries, as detailed above
Placemaking Cost Estimates

TASK 3

Economic Development Strategy

This task includes work on the market analysis to be utilized as a part of the District Stakeholder meetings in Task 2, as well as the Economic Development Strategy.

Analysis of Market Conditions

The goal of this analysis is to provide a foundation for stakeholders to understand the economic context of commercial areas and potential opportunities and challenges businesses may experience given economic changes occurring in the district, as well as broader real estate trends that may potentially impact the District or its existing businesses. Our team will analyze recent trends that drive market demand in the area, including population growth, employment growth, and income. The analysis will also examine housing demand factors, including occupancy rates and building permit activity. This analysis will include:

- An evaluation of existing reports, regulatory documents, city initiatives, policy and community efforts, current and historical, within the districts and analyze them in the context of district economic development and enhancement;
- Collection and analysis of socio-economic data;
- Documentation of the existing current land uses, buildings, environmental, cultural and historic conditions;
- Analysis of property-level data; and
- Demographic and market trends affecting property values, employment opportunities, and redevelopment activity in the selected districts.

The goal of this process is to outline the stability or pressures the selected districts may be facing given transformative real estate development activity in Austin. The results of this analysis will be used to develop the **Economic Development Strategy**, as outlined in the **BDDP**.

Economic Development Strategy

Based on the community organizing efforts and the market analysis, our team will produce an economic development strategy for each selected district that will serve as the road-map for each new district. The strategy will include a variety of immediate and long term action items. This effort will develop a market-oriented approach that promotes business health and vitality in each district. The report will identify economic forces that can drive business creation and rendition throughout the area and the tactics necessary to support continued development of these businesses. Recommend strategies may also include ways to maintain and improve neighborhood stability and social cohesion in the short, medium, and long-term. The strategy will support economic growth through revenue generation and increase

in patrons, connectivity and walkability, preservation and promotion of culture and heritage, and beatification of the selected districts.

TASK 3 DELIVERABLES:

Analysis of Market Conditions Report
Economic District Strategy document

TASK 4

Strategy Execution: Place Activation & Identify Branding

Enhancement Project

Based on stakeholder engagement and the developed economic strategy, the team will develop three initial ideas for placemaking projects within each district. This project will provide a documented community benefit and will support the district's economic goals. The concepts will be discussed and edited by stakeholders and the client team, and then a final option will be selected for implementation. These projects will be creative and improvement-oriented in nature, utilizing the best of Austin's creative community and available partnerships. Each project will include two partnerships with groups or organizations not associated with each district, and will provide fabrication updates to stakeholders. At completion, metrics related to the projects will be recorded. As a part of each project, a public relations plan will be created and implemented through media purchasing. Metrics related to this media coverage will also be recorded.



District Branding

The creation of branding for each district will build on ideas developed by stakeholders during the organizing process. The project team will develop a process for gathering feedback on five initial logo and tagline options for each district, utilizing tools provided in the BDDP. Voting on the logo will take place in accordance with the metrics set forth in Task 2.

TASK 4 DELIVERABLES:

Enhancement project, up to \$15,000 including materials and consultant work for each district

Public Relations Plan, including up to \$5,000 of media purchasing for each district

District tagline and logo, including five initial options, for each district

TASK 5

Program Delivery Retrospective

Using the template provided in the BDDP the team will organize all materials into the final results of all scope items into the final report. The contents of this report will be determined by the project team and the restrictions of the template.

TASK 5 DELIVERABLES:

Final Report

Schedule

Asakura Robinson has a positive track record of adhering to strict project schedules and deadlines.

The timeline below illustrates a 9-month work schedule, assuming the activities for both selected districts run concurrently.

TASK	MONTH								
	1	2	3	4	5	6	7	8	9
1 PROJECT INITIATION, COORDINATION, & MANAGEMENT									
2 COMMUNITY ORGANIZING	COMMUNITY ORGANIZING SCOPE ITEMS								
3 ECONOMIC DEVELOPMENT STRATEGY					*				
4 STRATEGY EXECUTION: PLACE ACTIVATION & IDENTIFY BRANDING							*		
5 PROGRAM DELIVERY RETROSPECTIVE									*

* Key Deliverables

PROGRESS PAYMENTS

The amount of progress payments you are requesting upon successful completion of milestones or tasks, deducting (10%), which will be paid upon final acceptance by the City.

RULES & REGULATIONS

Asakura Robinson is in compliance with all applicable rules and regulations of Federal, State and Local governing entities and is in compliance with terms of this Request for Proposal (RFP).

STATEMENT OF QUALIFICATIONS

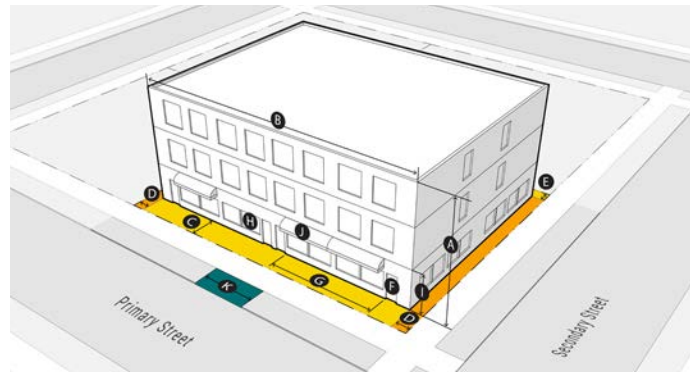
BUSINESS DISTRICTS

A significant amount of our team's work takes place in communities that face retail vacancy or affordability issues, both of which can cause a loss of local character and authenticity.

We help these communities focus on crafting strategies that utilize limited resources to catalyze lasting change. Our staff's previous work on inclusive commercial development suggests a number of programs and policies that can be utilized to support existing businesses, encourage entrepreneurship, and allow for inclusive change and growth. We also recognize the importance of leveraging local partnerships to foster socially responsible economic development. Public, private, and nonprofit organization partnerships can harness oncoming redevelopment pressure to insure that any redevelopment reflects and enhances the spirit and community focus of the longtime businesses and residents.

Additionally, through our long engagement with merchant focused organizations, both in the City of Austin's **Souly Austin program** and through work with the **Crescent City Land Trust**, a commercial land trust in New Orleans, we also understand that both outreach and outcomes must be tailored to the business community, and that this is fundamentally different than reaching a residential community, in terms of tactics, messaging and content. Through the **Souly Austin program**, we have worked with six local commercial corridors to develop "district strategies" which lay out both steps that business owners can take to coordinate improvements and attract new businesses and policies and projects that the City can undertake to support them.

Our team brings extensive experience with and knowledge of special districts, including merchant's associations, Public Improvement Districts, Community Improvement Districts, Management Districts, Tax Increment Reinvestment Zones, Tax Increment Financing zones, and Municipal Utility Districts. We frequently work for these organizations and often delve into the relevant local government codes to help our clients understand their abilities and limitations. We also help our clients to secure outside funding through grants and



capital improvement programs. We have also assisted in the establishment of new organizations and will work closely with stakeholders and our client to identify the proper direction for business associations. We utilized lessons we learned from the Souly process to work with stakeholders on the successful creation of a business association for the **Historic Walker Lake District** in St. Louis Park, Minneapolis. The first meetings of the association occurred before the end of the project. The association developed a variety of goals including city coordination on right-of-way and zoning issues, district branding and marketing, and the creation of an alleyway utilization process.

SMALL AREA PLANNING

Asakura Robinson develops small area revitalization plans and design guidelines that guide land use and reinvestment to provide for cohesiveness and preservation existing character.

Small area revitalization is at the core of our planning services. Over the past decade, we have had the opportunity to work with numerous neighborhoods and districts, many over a number of years, in achieving challenging visions. Although there are many examples, few have been as meaningful to us as the Washington Avenue Corridor in Houston, Texas. Indeed, we moved our headquarters into this district to be a part of the community with whom we have been working.

PROGRAM

Our engagement in this district began in 2012 with the **Washington Avenue Livable Centers Study**, a nine-month, community-driven visioning and planning process with specific focuses on land use, housing, transportation, sustainability, parks and open space and community branding. Since that time, we have completed numerous additional planning and design projects. A two and five year review of our planning recommendations (something we try to do for all of our plans) revealed that more than 80% of the recommendations of the initial study had been partially or fully implemented, including increased retail vitality, designation as a state Arts District, redevelopment of major properties as artist lofts and live-work spaces, significant improvements to transit and bicycle access, and new and improved open spaces.

Today, having utilized the arts and cultural programming to kickstart a stagnant land market and invigorate underutilized properties, larger redevelopment opportunities have become feasible for developers at the same time that the community feels in control of the direction of their neighborhood, and has seen funding from those development programs reinvested in the public realm, public art and open space amenities within the community.

ECONOMIC DEVELOPMENT & MARKET ANALYSIS

Asakura Robinson has experience working with innovative financing strategies that drive community-based improvements and capitalize on local assets.

We understand how to motivate market-based development that realizes social goals by creating incentives or shifting regulations around complete streets, public realm improvements, and affordable housing. We have assisted in facilitating public-private relationships that create significant public health benefit with mostly private-sector capital. We also understand the drivers of local business and downtown development, including a strong public realm and sense of place, an accessible location, a clear inventory of local assets for visitors, and support the long-term growth of the downtown tenant base. Our staff have:

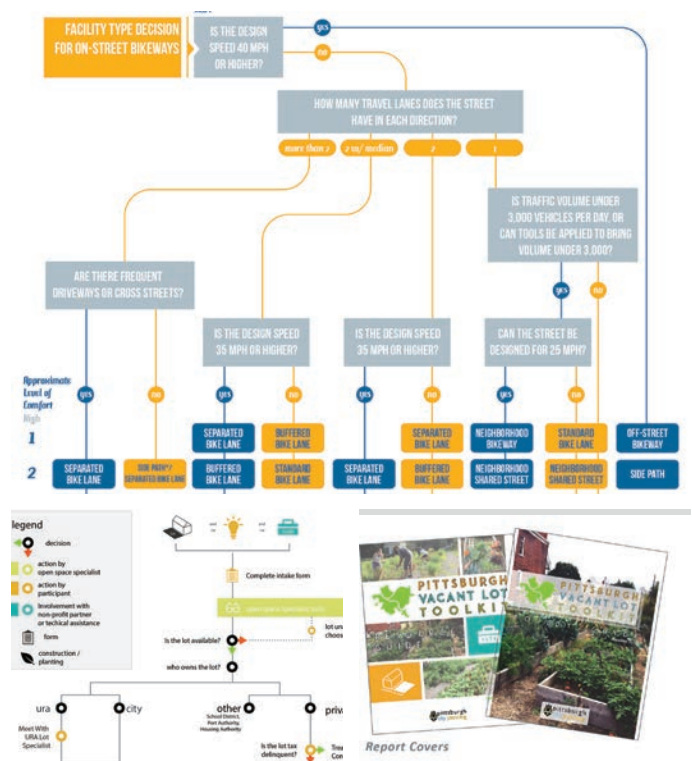
- Developed requirements and underwriting guidelines for revolving loan funds for affordable housing development;
- Structured incentives for commercial and residential developers around affordable housing and corridor design guidelines;
- Developed pro formas to understand developer reimbursement requirements for tax-increment financing districts and other special districts;

- Developed job creation and workforce development strategies with major employers; and
- Completed market studies for affordable commercial development and funding opportunities.

IMPLEMENTATION PLANS

While planning and design professionals can provide expertise, frameworks and plans, cities are a product of individuals, organizations, and communities.

We believe that equipping these groups with the capacity and information to act is a vital aspect of successful city planning. We take immense pride in our ability to develop clear and engaging plans, guidebooks, toolkits, and other capacity building materials for stakeholders and communities. Our plans are tailored to provide community members and stakeholders with the specific skills and knowledge they need in order to navigate complex processes, explain their ideas, and fully engage in the process of city-making. Our guides provide step-by-step approaches to implementation, links to resources and community partners, and inspiration from successful precedents. We understand it is important to know the audience we are speaking to and tailor the structure, content and appearance of our guidebooks accordingly.



MEETING FACILITATION

Our approach to workshops can be as deep as a multi-day engagement or can last for only several hours, but often has the same major components.

Prior to the “workshop” proper, our team seeks to spend casual time with the workshop participants in order to build trust outside of the tasks at hand. We often do this over a meal. This works to build a feeling of comradery that helps the next two components. Our second component is to share an experience relating to the task at hand. This usually takes the form of a walking, driving or biking tour. We find that shared experience bonds the working group and allows us focus on the key elements that we wish to discuss. The third and final component is the charrette itself. Using simple materials that allow the non-experts to participate, our team works to build consensus and help the participants to fully express their ideas. For example, as part of our Washington Avenue Livable Centers Study, we helped local businesses organize a Better Block event to demonstrate how the block could be enlivened by opening disused retail establishments. Since then, at least 20 new restaurants and retail establishments have opened along the Washington Avenue corridor.

Our engagement and outreach team member, Cortez Consulting brings broad experience in facilitation ranging from coordinating small community focus group to organizing large public meetings inclusive of resource fairs. When executing facilitation strategies, Cortez first determines the need of the project and devise a plan around how to best engage the public and what strategies might draw the largest interest. Their community engagement methods are focused on ensuring attendees have some sort of memorable experience when attending our meetings. Cortez Consulting have facilitated meetings for clients such as: Austin Independent School District, City of Austin Economic Development Department, City of Manor, Travis County and the City of Austin Parks and Recreation Department.

Key personnel of Cortez Consulting also utilize a variety of tools to present information. During the outreach process they often create FAQs to ensure the public is learning of the project throughout the engagement phase. Based on the needs of the project, they can design presentations with supporting materials, create project exhibits/boards, coordinate panel of discussions, or organize public forums with voting or input options. In the past, they have hosted and moderated panel of discussions, devised informative presentation for a range of audiences and setup informational tours. Over the past two years, Cortez Consulting has been actively engaged with Austin residents in the complex



process of securing a Master Developer for the Colony Park Sustainable Community Project. During this process, they have designed public meetings that are educational for attendees with varying backgrounds and experiences.

One of Cortez Consulting’s major strengths is building consensus for their projects and among the stakeholders for which they serve. They accomplish this through thoughtful listening and ensuring all voices are heard, particularly when there are differences of opinion or community members feel a strong sentiment towards the project. When there is tension among the project team and community, we encourage individual meetings with stakeholders to create small achievable goals and to build trust.

To create capacity for the community we must first understand what particular resources or services they feel are missing. In most cases, capacity building can be achieved by connecting residents to current resources or services they are unaware are available. Cortez Consulting is known for designing Resource Fairs as part of public meetings and working with a range of exhibitors to connect families to much need resources such as: housing repair programs, free health screenings, legal services, and other public good services. They also conduct workshops that are focused on job development, leadership training and language development to support the community we are working with. For this particular project, we anticipate creating resources for business owners and merchants to ensure their businesses continue to grow and thrive. More importantly, that they understand the importance of creating a business district and how it can enhance their businesses.

COMMUNITY PLANNING

Asakura Robinson brings extensive experience with creating neighborhood-scale plans that create consensus among multiple stakeholders and generate implementation.

We have experienced practitioners across numerous areas of practice: from economic and community development, to housing policy and development, transportation planning, sustainability, urban design, and landscape architecture, we offer a comprehensive and integrated approach to community design. Our ability to bring multiple perspectives within a compact and seasoned team of planners and designers allows us to deliver projects efficiently and to bring creativity and custom approaches to every plan.

CULTURE AND HERITAGE

Asakura Robinson values diversity and is committed to cross-cultural experience.

Through this commitment, our firm has worked with communities throughout the United States and abroad that are rich in cultural and historic diversity. We have developed tools and processes for bringing very different communities together to achieve consensus. In Austin, our staff have years of personal experience in the greater Austin area and are familiar with the unique historic and cultural moments in the city.

CREATIVE SECTOR

Asakura Robinson's community and economic development portfolio in the creative sector has required a detailed, layered understanding of demographics, preferences, and gaps in services.

Our experience includes working with the City of New Orleans' Office of Cultural Economy to conduct a **Cultural Career Paths study**, which involved key informant interviews and a cultural workers' survey to identify policy and credentialing options that the City can support to help create new career pathways for cultural workers. Our Commercial Corridors and Partnerships Study for the Crescent City Community Land Trust in New Orleans involved 50 key informant interviews and has resulted in over 40,000 square feet (to date) of commercial office space specifically designed to facilitate entrepreneurship for low-wealth business owners.

URBAN DESIGN

Asakura Robinson's Urban Design studio combines the rigor of design with practice that goes beyond simply replicating successful spaces.

We draw from national and international precedent while also recognizing that each city and public space is unique in its form, community stories, and needs. Our urban design practitioners understand infill development and how incremental change, with the right standards, can create a new sense of place and character. From large scale district projects, such as a public realm plan for Southern Downtown Houston or a vision framework for Austin's South Central Waterfront to the design of complete street concepts at the block and corridor scales to trendy public plazas with flexible programming, our studio brings a diverse portfolio of urban design and planning work. Our staff look forward to engaging with multiple scales of urban design, from district planning and character designations, to complete street cross-sections and treatments to activate public spaces.

SUCCESSFUL MEDIA RELATIONS

Asakura Robinson utilizes media constructively and thoughtful throughout it's projects.

Our team not only understand the press, our team is the press. Nicolas Rivard of Participation Studio has long been involved with the Rivard report, San Antonio's nonprofit news source. This allows him to understand how to utilize conventional and new media to support project goals and messaging. Additionally, Meghan Skornia writes for a variety of local publications, including the Towers Blog.



SECTION 4

PROJECT MANAGEMENT STRUCTURE



South Central Waterfront Vision Framework
Engagement, Austin, TX

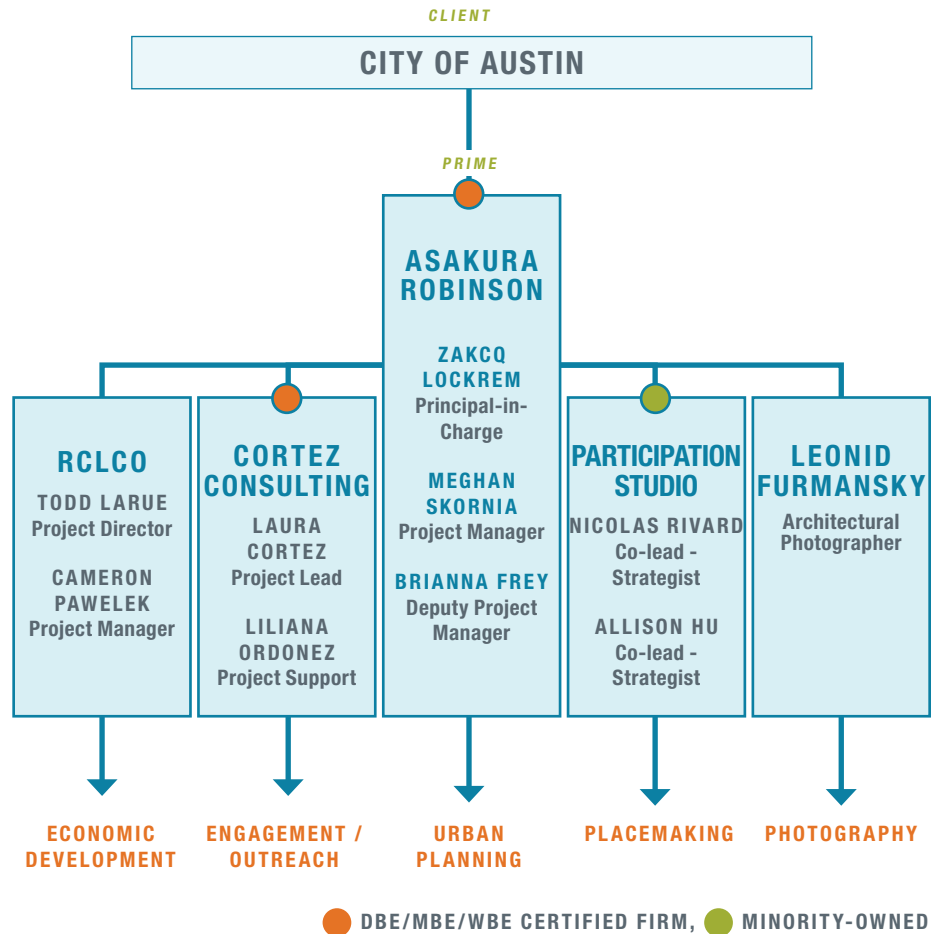
PROJECT MANAGEMENT STRUCTURE

Asakura Robinson and our team members have a strong track record of managing highly individualized, multi-disciplinary planning and design teams and projects that meet aggressive schedules and completion dates.

We are dedicated to deliver our work at the highest level. We are also committed to our team and understand that talented and motivated people who are encouraged to excel are the engine of excellence in a collaborative planning and design process.

TEAM OVERVIEW

Asakura Robinson will participate as the Prime Consultant leading the overall project and components for urban planning and design as well as engagement and outreach support. The project team will be led by **Principal-in-Charge, Zakcq Lockrem**, and **Project Manger, Meghan Skornia**, who will be responsible for the successful completion of the new districts project. Zakcq Lockrem will be responsible for the successful completion of all deliverables and will available throughout the life of the project for contract negotiations, plan development and client/consultant/public meetings. Meghan will serve as the main point of contact leading the project team on all management, communication, and coordination to ensure the project remains on-tim, on-budget, and high-quality.

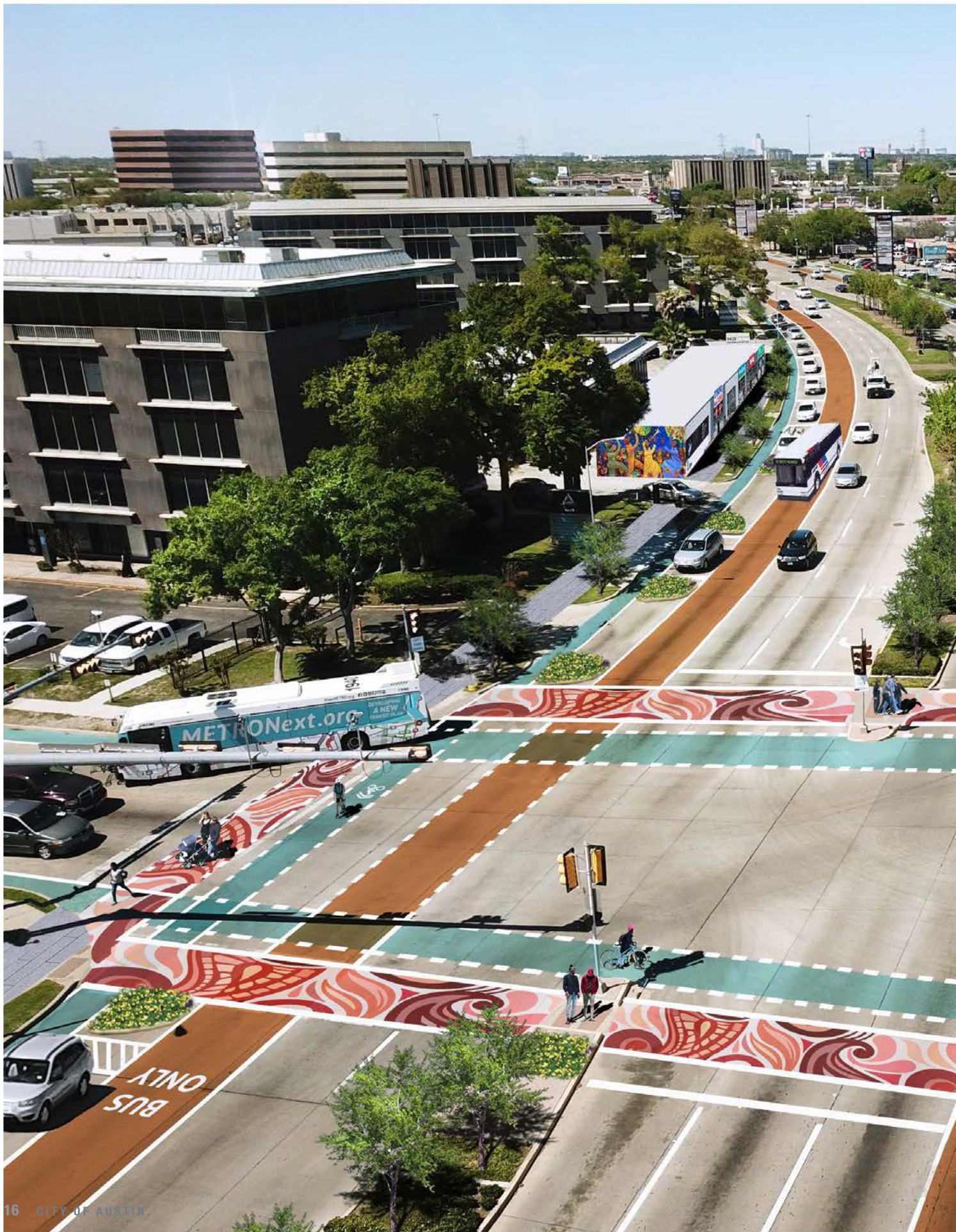


In addition, our consultant team includes:

- **RCLCO** will oversee economic development and market analysis under the leadership of Project Director, **Todd LaRue** and Project Manager, **Cameron Pawelek**.
- **CORTEZ CONSULTING** will participate as lead for engagement and outreach under the direction of **Laura J. Cortez** with day to day activities carried out by Director of Community Relations, **Liliana Ordenez**. Coordinating with

Asakura Robinson's leadership team, Cortez Consulting will lead the development of the public engagement plan and dedicate time to any high-level strategic planning.

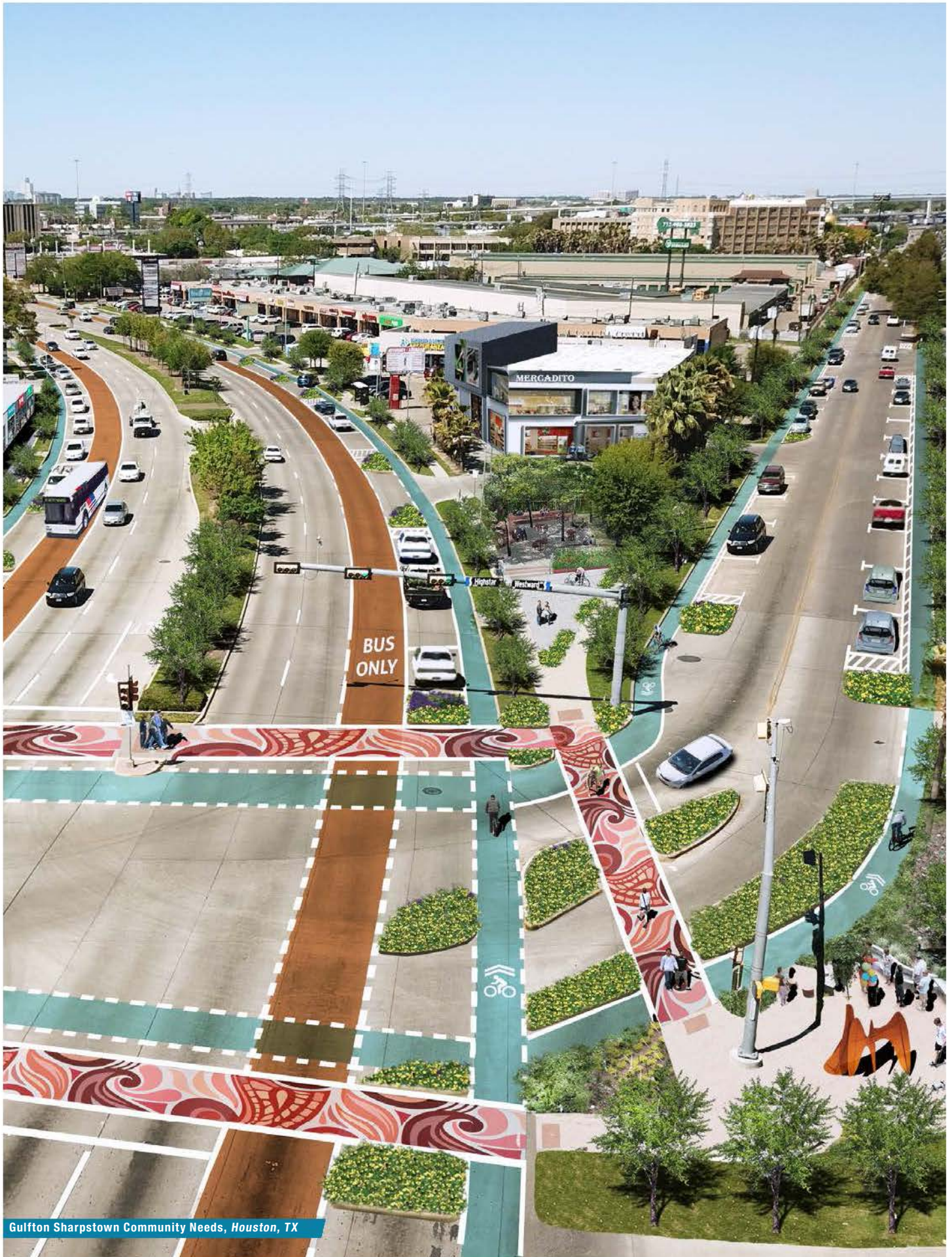
- **PARTICIPATION STUDIO** will act as placemaking lead under the leadership of **Nicolas Rivard** and **Allison Hu**.
- **LEONID FURMANSKY** will serve as the project photographer providing professional photography throughout the project.





SECTION 5

PRIOR EXPERIENCE



Gulfton Sharpstown Community Needs, Houston, TX



OLD SIXTH WARD REDEVELOPMENT AUTHORITY

Washington Avenue Corridor Planning & Streetscape Design Improvements

LOCATION

Houston, TX

CLIENT / OWNER

Old Sixth Ward
Redevelopment Authority
Claude Anello
Chairman
713.652.2525
claude.anello@gmail.com

SERVICES PROVIDED

Urban Design / Planning
Public Engagement
Landscape Architecture
Wayfinding & Branding

BUDGET / COST / FEE

Phase 1 \$ 350 K
Phase 2 \$ 22.5 K
Phase 3 \$ 18 K

PROJECT DESCRIPTION

Over the last six years, Asakura Robinson has been engaged with the Old Sixth Ward Redevelopment Authority in the development of a Livable Centers Study and subsequent design and planning efforts for implementation.

Beginning in 2011, Asakura Robinson worked with the Houston-Galveston Area Council; in partnership with Better Houston, the City of Houston, and TIRZ 13; to conduct a Livable Centers study of Houston's historic Washington Avenue Corridor. As the overall lead, Asakura Robinson guided the consultant team and engaged area residents and workers, government agencies, businesses, and institutions in developing recommendations for improvements to the area. The final report included recommendations and implementation strategies for Placemaking, Wayfinding & Branding; Circulation & Connectivity; Housing Choice & Buildings; Economic Development, and Sustainability & Open Space.

Following the completion of the 9-month livable centers study, Asakura Robinson partnered with the Old Sixth Ward Redevelopment Authority (TIRZ 13) to develop the Sawyer [complete] street Design Report. The final design for Sawyer Street serves to reinforce the community character, catalyze desirable development, and provide new amenities for pedestrians and bicyclists while improving traffic flow. In addition to the traditional outreach, engagement, design development and implementation planning, Asakura Robinson also performed a Health Impact Assessment in order to



Wave Pattern Book

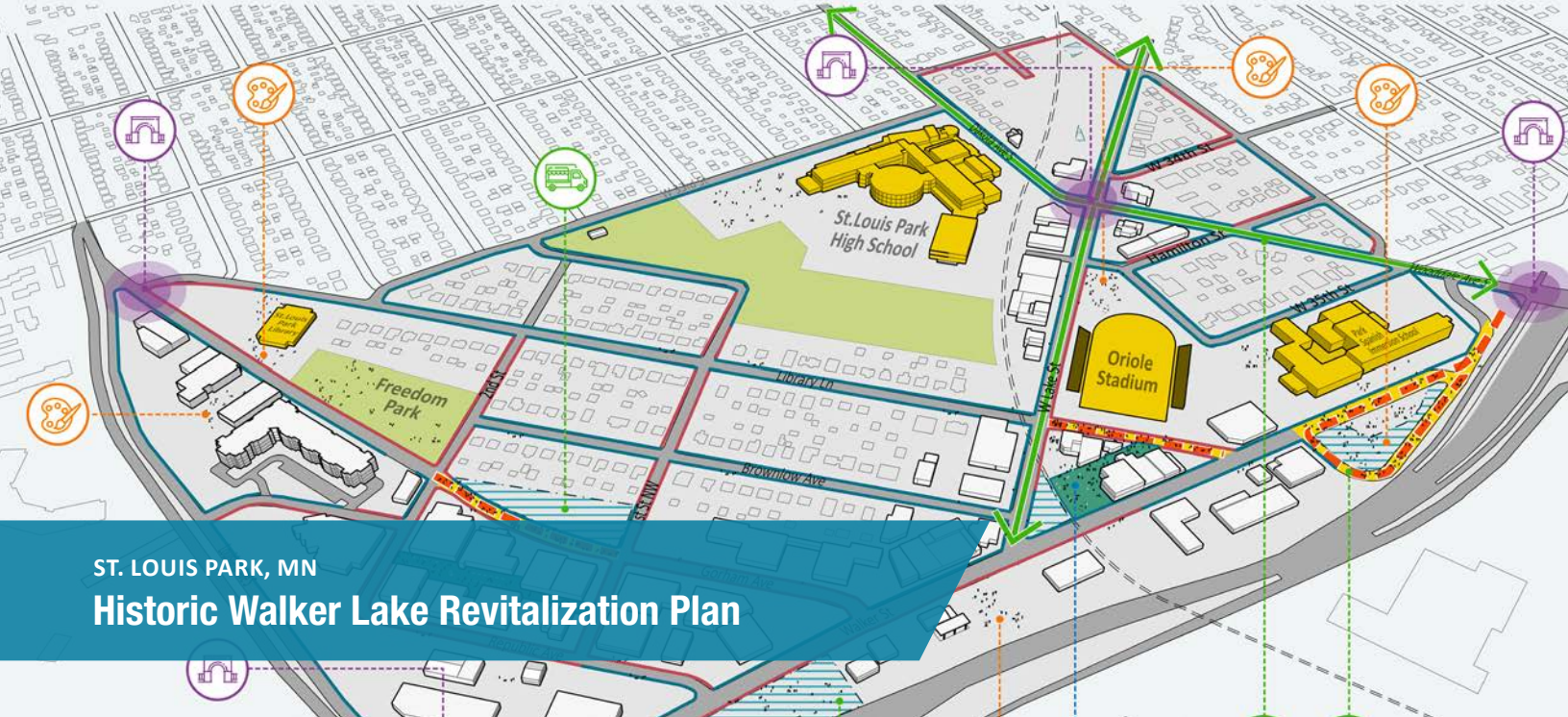


Key Intersections

evaluate the effectiveness of the design alternatives in contributing to community living standards.

More recently, Asakura Robinson developed the WAVE Pattern Book that details guidelines for new development and public realm standards for the Lower Washington Avenue Corridor. Together, the public realm standards and the guidelines for new development are intended to produce a unified visual language for the corridor and promote furnishings and street treatments that encourage pedestrian comfort and safety and promote vibrant social and business life along the street.





ST. LOUIS PARK, MN Historic Walker Lake Revitalization Plan

LOCATION
St. Louis Park, MN

OWNER/ CLIENT
City of St. Louis Park
Jennifer Monson, AICP
Project Manager / Planner
(952) 928-2841
jmonson@stlouispark.org

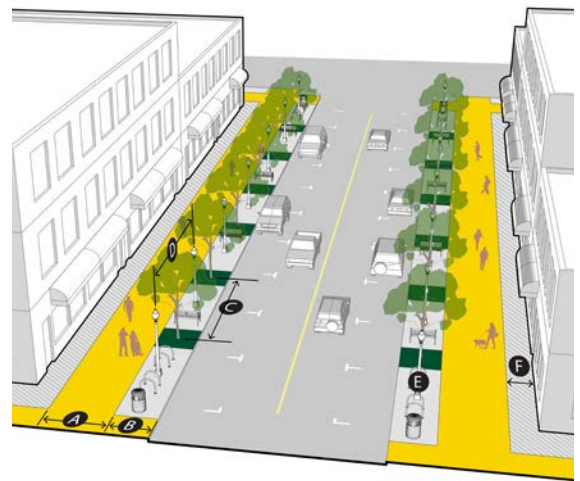
SERVICES PROVIDED
Urban Planning
Public Engagement

SCHEDULE
11/2018 - 04/2019

COST
\$ 50,000

The City of St. Louis Park is leading a process with the local community and business representatives to create a small area revitalization plan and design guidelines for investment and activation within the Historic Walker Lake business district. The project seeks to enhance the character and vibrancy of Historic Walker Lake while preserving the scale, affordability, and allowed uses as reinvestment and reactivation opportunities arise.

Asakura Robinson led a small area planning process focused on the business community and implementing initiatives from a large number of previous planning processes. With a lofty engagement goal, the team developed special outreach strategies for the business community. The project has resulted in a small area plan that addresses the challenges facing small businesses including development pressure, incompatible zoning standards, aging buildings, poor connectivity, opposing use patterns, and robust parking requirements. The initiative's focus on implementation has created a plan that starts working for the community before the plan was even released.





HOUSTON DOWNTOWN MANAGEMENT DISTRICT

Southern Downtown / CBD Public Realm Plan

LOCATION
Houston, TX

OWNER/CLIENT
Houston Downtown
Management District
Lonnie Hooeboom
(713) 650-3022
lonnie@downtowndistrict.org

SERVICES PROVIDED
Planning
Urban Design

SCHEDULE
01/2014 - 06/2014

COST
Fee: \$ 90,000

PROJECT DESCRIPTION

Downtown Houston is increasingly a stage for a diverse range of urban activities at all times of the day, rather than simply a destination for working commuters. However, the network of streets, parks and open spaces in the study area are still heavily monofunctional and designed simply to channel commuters in and out of downtown during rush hour. Asakura Robinson developed a new Public Realm Master Plan for southern Downtown that creates a street network that accommodates all travel modes, and spaces that encourage public life around increased area investment.

By improving the public realm and creating memorable spaces and destinations, this area becomes a part of people's mental map and are incorporated into their daily lives. The strategies address both streets and open spaces at a variety of scales: street classifications for the entire district, design guidelines for specific streets, concepts for a single block park, and small scale interventions at bus stops and key sites. The plan focuses on catalytic projects that can be implemented in the near future to create an immediate impact, but also sets the stage for future opportunities with long term strategies and policy recommendations.

"[Asakura Robinson's] commitment to the project, their availability at all hours to generate multiple presentations and the final report, but foremost- their creative stretch to propose innovative concepts for consideration and adoption in the plan- have set a new standard to which I now hold other consultants, both in terms of service and deliverables, but moreso in terms of design thinking, communication and representation."

-Lonnie Hooeboom, Houston Downtown Management District





CRESCENT CITY COMMUNITY LAND TRUST Claiborne Corridor Commercial Market Study*

LOCATION
New Orleans, LA

CLIENT / OWNER
Crescent City Community
Land Trust
Van Temple
Former Executive Director
(504) 563-9454
vantempleinc@gmail.com

SERVICES PROVIDED
Urban Planning

COMPLETION DATE
2013

The Crescent City Community Land Trust (CCCLT) engaged Alexandra Miller in a commercial market study aimed at identifying 'commercial stewardship' projects that provide community benefit through commercial development. The commercial market study has identified four types of commercial development that each contain clear goals for community benefit, a defined CCCLT role, and a set of partners that CCCLT will work with to complement its property development expertise and achieve its "community benefit" goals. The development types include:

- ▶ Catalyzing Critical Community Services
- ▶ Bringing Back Commercial Corridors
- ▶ Deep Development for Low-Wealth Businesses
- ▶ Shared-Equity Solutions for Existing Businesses



**CREATING COMMUNITY BENEFIT THROUGH
COMMERCIAL STEWARDSHIP**

The CCCLT has worked with Miller Urban Consulting to develop a robust commercial development program that is based on proven models of commercial development, sound real estate market analysis, and strong partnerships. This is an innovative program, as most community land trusts place their focus on residential development exclusively. The key question for the CCCLT in entering upon a commercial market study was: "What types of projects constitute 'commercial stewardship' by providing community benefit through commercial development?"

The commercial development study has identified **four types of commercial development** that will constitute the CCCLT's commercial portfolio. Each type of development has clear goals for community benefit, a defined CCCLT role, and a set of partners that the CCCLT will work with to complement its property development expertise and achieve its "community benefit" goals.



TYPE A:
Catalyzing Critical Community Services



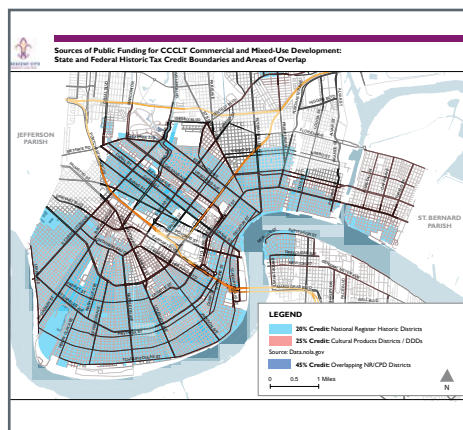
TYPE B:
Bringing Back Commercial Corridors



TYPE C:
Deep Development for Low-Wealth Businesses



TYPE D:
Shared-Equity Solutions for Existing Businesses





SUB CONSULTANT

JACOBS ENGINEERING GROUP

Downtown Denton Development Plan

LOCATION
Denton, TX

OWNER/CLIENT
Rick Leisner
Planning Studio Director
Jacobs Engineering Group
6688 N Central Expressway,
#400 MB13
Dallas, TX 75206
P: (214) 638-0145
E: rick.leisner@jacobs.com

SERVICES PROVIDED
Downtown Revitalization
Economic Development
Implementation Strategy

PROJECT DESCRIPTION

THE CHALLENGE

Denton, Texas is in Denton County, one of the four major counties in the Dallas-Fort Worth metropolitan area. It is home to the University of North Texas, Texas Woman's University, and an increasingly thriving music and arts scene. The city recently created a downtown master plan, but did not have a strategy to implement it. The purpose of the implementation plan was to provide the city with a roadmap towards implementation as well as the tools to help in decision-making.

SOLUTION

RCLCO was part of a multidisciplinary team, led by Jacobs Engineering Group, to craft a plan to help facilitate the implementation of the master plan. RCLCO specifically focused on tools and strategies the City could utilize to help catalyze development and educate the private development community on the opportunities available in downtown Denton. We first analyzed how the City was organized in its pursuit of economic development initiatives and to what extent its organization, or entities within the organization, were empowered to most effectively engage the private development community. Next, we looked at specific public-private partnership structures the City could employ, once property organized, to help draw development downtown. These structures were intended to improve development economics, making development in Downtown Denton more attractive to the

development community. Finally, we analyzed available existing development incentives and evaluated additional incentives and public financing tools for the City to consider.

IMPACT

RCLCO's recommendations became part of the City's overall implementation plan for the Downtown Master Plan. RCLCO:

- Recommended an organizational structure necessary to not only execute economic development for the City of Denton, but also the implementation strategies for new City, business, and residential investment in Downtown Denton.
- Recommended various public-private partnership structures with which the new organizational structure could attract and incentivize development.
- Identified various funding strategies to support the infrastructure required to accommodate new development in support of jobs related economic development, as well as incentives to encourage private investment downtown.

The Downtown Implementation Plan for the City of Denton won a Development of Excellence Award from the North Central Texas Council of Governments (NCTCOG).





SUB CONSULTANT

CITY OF CEDAR PARK

Cedar Park Future Land Use Study

LOCATION

Cedar Park, TX

OWNER/CLIENT

Christopher Copple, Director
of Development Services
City of Cedar Park
450 Cypress Creek Road
Cedar Park, TX 78613
P: (512) 401-5066
E: christopher.copple@cedarparktx.gov

SERVICES PROVIDED

Code/Zoning Review
Fiscal Impact Analysis
Market Analysis

PROJECT DESCRIPTION

THE CHALLENGE

The City of Cedar Park is evaluating its future land use plan, with a focus on a plan that is not only responsive to near- and long-term market opportunities, but also promotes vitality, a sense of community, economic stability and growth (attracting high-quality employers), and sustainable value (positive net fiscal impact). The City engaged RCLCO to study the market and real estate conditions in the region and ensure the future land use plan is consistent with near- and long-term market opportunities. Additionally, the City has identified six “planning areas” that are targeted for land uses or project concepts that create and sustain long-term value such as entertainment and tourism destinations, cultural attractions, major employment nodes, corporate campus, four-year institutions, walkable mixed-use projects, or other high-quality development types.

SOLUTION

RCLCO’s analysis found that the City had the residential base and growth to support and absorb approximately 500 acres of land for commercial development through the next two decades. RCLCO advised the City to protect vacant land located along regional corridors for commercial and mixed use development, as residential land uses are important drivers of commercial development, particularly walkable, mixed-use developments which further enhance commercial demand potential.

RCLCO developed a fiscal impact calculator for the purposes of comparing net fiscal and economic impacts derived from the development of commercial and residential land uses. This model examined all potential revenues generated and costs incurred by the City as a result of market-driven development. In addition, from the six “planning areas”, we were able to identify which would offer the strongest opportunity to capture commercial demand and create mixed-use developments.

IMPACT

This analysis not only helped inform future land use planning, but was also utilized to help prioritize public expenditures for economic development efforts and to understand how to creatively catalyze the market.





SUB CONSULTANT

CITY OF CEDAR PARK

Bell Boulevard Corridor Master Plan

LOCATION

Cedar Park, TX

OWNER/CLIENT

Katherine Woerner Caffrey
Assistant City Manager
City of Cedar Park
450 Cypress Creek Rd. Bldg 1
Cedar Park, Texas 78613
P: (512) 401 5032
E: katherine.caffrey@cedarparktexas.gov

SERVICES PROVIDED

Case Studies
Corridor Planning
Financial Analysis
Market Analysis

PROJECT DESCRIPTION

THE CHALLENGE

Cedar Park is one of the largest suburban cities in the Austin metropolitan area. While substantial growth and development is occurring throughout much of the city, Bell Boulevard, the former main highway through the community, has suffered a steady decline. Fewer people stop to shop at stores along Bell Boulevard, choosing to drive through the area to newer developments elsewhere. As businesses relocate and shopper traffic declines, tax receipts and property investment along the corridor have fallen while other commercial cores have flourished.

SOLUTION

Design Workshop was tasked by the City of Cedar Park with assembling a multidisciplinary team to create a corridor redevelopment master plan. RCLCO was chosen to evaluate the local real estate market to estimate a supportable level of development by land use type. We focused on sizing up demand by analyzing construction and absorption trends for retail, office, and for-rent multifamily at a local and regional level. Taking into account historical and projected changes in demographic and economic fundamentals from a variety of data sources, RCLCO forecasted a variety of growth scenarios for the City and the proposed redevelopment. We also case studied comparable properties throughout the Austin

MSA and Texas to identify best practices and critical success factors of mixed-use, town center developments. Next, we worked with the City to build a project pro forma to model a rate of return for a variety of development scenarios, economic assumptions, and cost inputs to ensure a prudent use of potential City bonds to fund infrastructure investments.

IMPACT

RCLCO's market analysis was essential in laying the framework for Cedar Park's Master Plan and to guide the city's strategy to redevelop the area. Our recommendations and analysis were part of the master plan document that was approved by the City Council and the Community Development Corporation, which led to additional phases of work with the City to evaluate implementation and financing strategies to maximize the area's attractiveness for private development. Some of the strategies considered include land assembly, incentives to support structured parking in the short term, improvements to a public park, and other roadway/infrastructure improvements. This work resulted in the City Council initiating and approving a bond referendum that gives the City financial capacity to assemble properties, relocate a major thoroughfare to build a town center street grid, and make streetscape improvements and renovations.





SUB CONSULTANT

CITY OF AUSTIN

2016 Mobility Bond: Corridor Mobility Program

LOCATION
Austin, TX

OWNER/CLIENT
City of Austin Transportation
Department

SERVICES PROVIDED
Public Engagement
Project facilitation,
Project reporting
Stakeholder feedback.

SCHEDULE
On-going (January 2018–
Present)

PROJECT DESCRIPTION

Work with the Corridor Program Communication Office to create public engagement plans for major corridors in Austin. Assist with community outreach in North, Central and Southeast Austin to gather input on the for: South Pleasant Valley, E. MLK Jr./FM 969, Airport Boulevard, William Cannon Drive, E. Riverside, South Lamar, North Lamar and Slaughter Lane. Conduct outreach with neighborhood associations, parent meetings, special events and in AISD schools along the corridor. Present on behalf of the COA regarding the 2016 Mobility Bond and gather community feedback.

THE CORRIDOR MOBILITY PROGRAM

In November 2016, Austin voters approved \$720 million for local, corridor, and regional mobility improvements. The largest portion is earmarked for the Corridor Mobility Program.

The goal of the Corridor Mobility Program is to improve safety, mobility and connectivity for everyone – including people who drive, walk, bike, or take transit.





SUB CONSULTANT

PUBLIC ART SAN ANTONIO
¿Que pasa, PASA?

LOCATION
City, ST

OWNER/CLIENT
Public Art San Antonio
Sarah Farwell, Jimmy Leflore

SERVICES PROVIDED
Engagement Strategy
Campaign Production
Exhibit Design

YEAR
2018

PROJECT DESCRIPTION

As part of the City of San Antonio’s cultural masterplan, Parts conceived and produced a city wide campaign of interactive events for Public Art San Antonio.

Public art communicates our shared values, reinforces the character of a place, and humanizes the built environment. Still, many people have only a vague understanding of what public art is, how it is created, who decides which projects should happen, or why it matters. To raise awareness about their work and as a sort of reintroduction to the general public, Public Art San Antonio organized a citywide campaign comprised of six events with a simultaneous promotion blitz. The city selected Parts to design the user experience of these public interactions.

One big idea for the campaign was to move away from the traditional public meeting format toward authentic, interactive experiences that create space for substantive dialogue about public art. At a series of six stations designed to foster specific interactions around six central questions to which PASA needed public feedback. The responses were used to prioritize public art projects in the near future.

Visitors enjoyed offerings from a rotating cast of artists, musicians, and restaurants from each district, lending local flavor to every experience. Custom furniture and “engagement equipment” was fabricated to facilitate the desired interactions at each station. Through intensive investment in



creating a positive experience at these events, PASA made a down payment on attendance to future engagements that they organize.

FINDINGS

Many San Antonians wonder what the Neighborhood Before Hemisfair ‘68 was called. In fact, the land known today as Hemisfair Park encompasses what was at least three distinct communities: the Barrio del Alamo, Beckville, and Germantown.







SUB CONSULTANT

PUBLIC SPACE EAST Dignowity Park Project

LOCATION
San Antonio, TX

OWNER/CLIENT
Public Space East
Juan Garcia

SERVICES PROVIDED
Engagement Strategy
Community Organizing

YEAR
2015

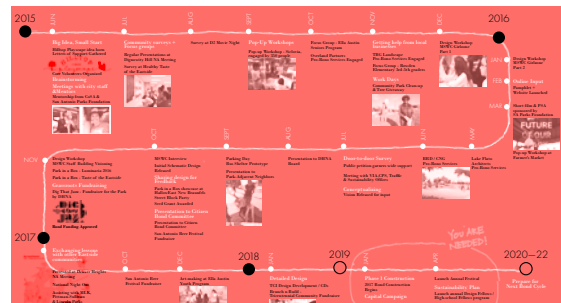
PROJECT DESCRIPTION

In 2015 a team of volunteer residents and designers stewarded a community redesign of a nine acre park atop the near Eastside community of Dignowity Hill.

In 2015, parents of young kids in the neighborhood got people together around the idea of a place for kids to play, one that was wild and full of wonder like the nature they enjoyed when they were young. The idea for Hilltop Playscape was born, and locals quickly got behind the project. But to fully understand what was possible, the volunteers decided to first ask some basic questions. Through deep listening to community concerns and ideas, the idea for a new playscape evolved into a larger redesign of the entire park.

Two years and more than thirty public events later, the community arrived at a shared vision for uniting the two disconnected parks. Public Space East, a nascent park conservancy started to support park improvements, mustered over \$400,000 in cash donations and in-kind professional services to push the vision to a professional level. The group used the shared community vision to successfully advocate for a \$3.1 million dollar allocation in the City of San Antonio's 2017 municipal bond.

In 2018, the city selected a consultant team comprised of many of the same firms that volunteered to get the project off the ground. The park is currently in the design development



phase, and construction is expected to start at the end of the first quarter of 2019. Parts role began as volunteer residents and evolved into pro bono consultants over the course of the project.

FINDINGS

Sustainable public spaces begin with a shared sense of ownership.

Allowing the community to lead the design process sets the stage for broad based buy in around a project. The resulting shared sense of ownership leads to continued volunteer advocacy and upkeep of the public space.





SUB CONSULTANT

SAN ANTONIO CONSERVATION SOCIETY The Neighborhood Before

LOCATION

San Antonio, TX

OWNER/CLIENT

San Antonio Conservation Society
Vince Michael

SERVICES PROVIDED

Design Research +
Experience Design

YEAR

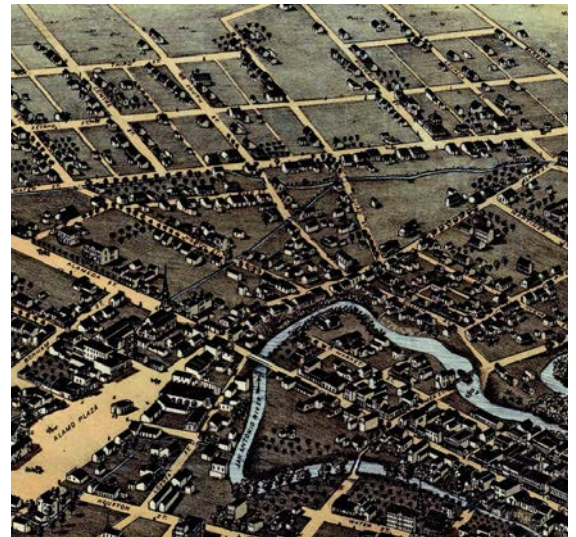
2018

PROJECT DESCRIPTION

In 2018 Parts took a deep dive into the history of the land now known as Hemisfair Park, recovering an untold history of how the area evolved from 1800 to 1960.

Plenty of writing exists about Hemisfair '68 - the 1968 World's Fair in San Antonio that displaced some 1600 residents and was (by most accounts) a financial failure. By comparison, little to nothing has been written about how the neighborhood that Hemisfair '68 displaced evolved - or even what it was called. The story simply had never been presented publicly in an easy to understand format.

As part of San Antonio's Tricentennial celebration and the 50th anniversary of Hemisfair '68, the San Antonio Conservation Society supported ongoing research by Parts in collaboration with local artist Gabriela Santiago to uncover this untold history. A public, bilingual exhibit installed in the historic Longini-Hermann House, one of only 23 structures from the Neighborhood Before that still stands, summarized the area's evolution from the secularization of the missions circa 1800 up through the use of eminent domain to seize the land starting in the 1950s. From the exhibit introduction: "Before Hemisfair '68, the park lived numerous other lives, evolving in step with San Antonio as a whole. Until now its story lay scattered in books, articles, dissertations, and archives, without a succinct history about this time

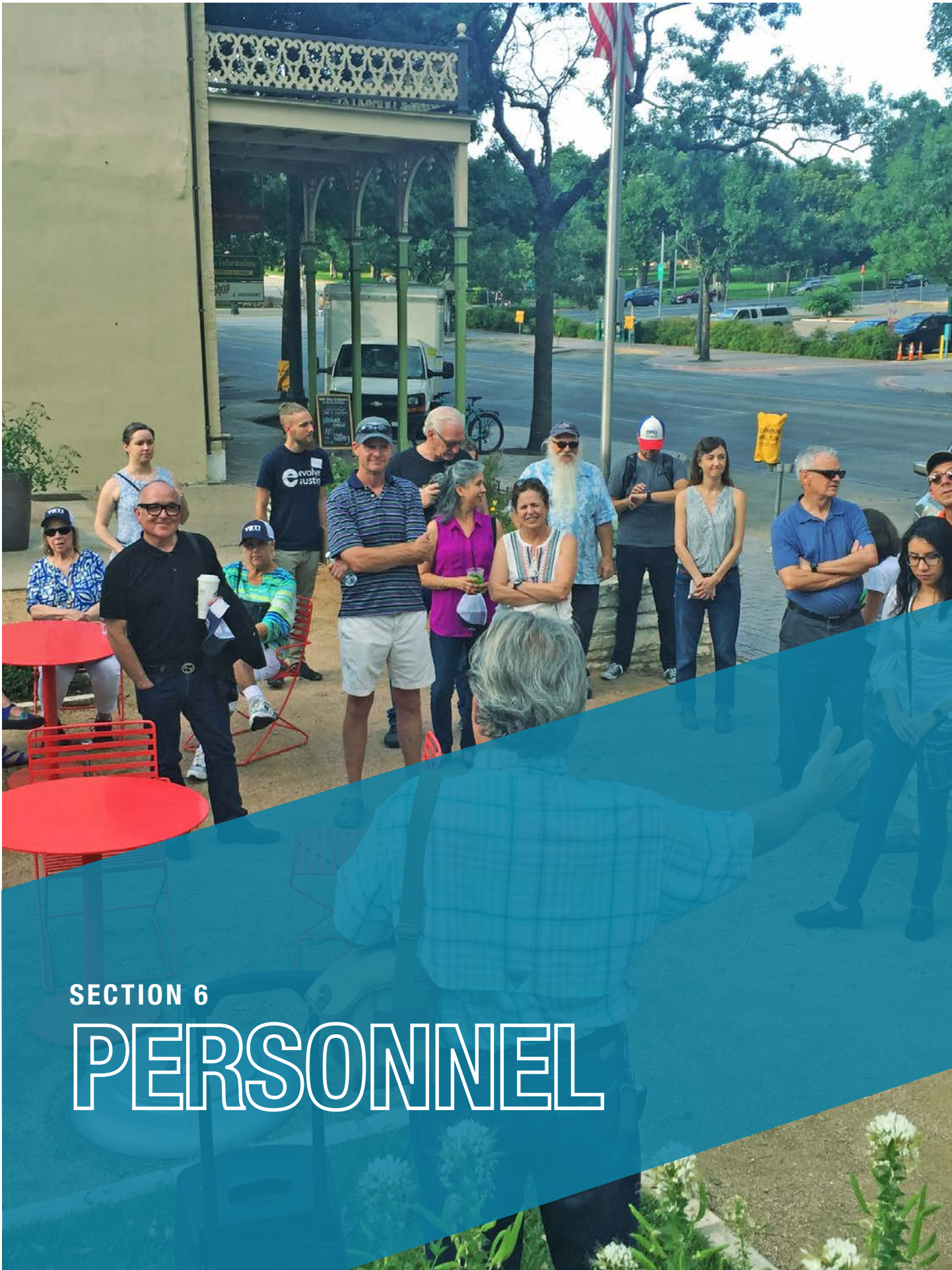


and place accessible to the general public. The Neighborhood Before tells that story in a balanced way, acknowledging the painful erasure of an entire community on equal terms with Hemisfair's bright future. What was lost by destroying this neighborhood? And what can San Antonio gain from the unique opportunity the park presents today? "

FINDINGS

Many San Antonians wonder what the Neighborhood Before Hemisfair '68 was called. In fact, the land known today as Hemisfair Park encompasses what was at least three distinct communities: the Barrio del Alamo, Beckville, and Germantown.





SECTION 6

PERSONNEL



Congress Avenue Urban Design Initiative, Austin, TX

PERSONNEL

Key Personnel

OVERVIEW

NAME & TITLE	ROLE	% AVAILABLE
ASAKURA ROBINSON // Project Leadership, Urban Planning		
ZAKCQ LOCKREM, MANAGING PRINCIPAL	PRINCIPAL-IN-CHARGE	15 %
MEGHAN SKORNIA, SENIOR PLANNER	PROJECT MANAGER	30 %
BRIANNA FREY, ASSOCIATE PLANNER	DEPUTY PROJECT MANAGER	30 %
RCLCO // Economic Development & Market Analysis		
TODD LARUE, MANAGING DIRECTOR	PROJECT DIRECTOR / ECONOMIC DEVELOPMENT & MARKET ANALYSIS	15 %
CAMERON PAWELEK, VICE PRESIDENT	PROJECT MANAGER	15 %
CORTEZ CONSULTING // Engagment & Outreach		
LAURA CORTEZ, CEO	PROJECT LEAD /ENGAGEMENT & OUTREACH	25 %
LILIANA ORDOÑEZ, DIRECTOR OF COMMUNITY RELATIONS	PROJECT SUPPORT	25 %
PARTICIPATION STUDIO // Placemaking		
NICOLAS RIVARD, CO-FOUNDER	CO-LEAD - PLACEMAKING STRATEGIST	25 %
ALLISON HU, CO-FOUNDER	CO-LEAD - PLACEMAKING STRATEGIST	25 %

POINT OF CONTACT

MEGHAN SKORNIA, SENIOR PLANNER
 314.630.0038 (C)
 MEGHAN@ASAKURAROBINSON.COM

AVAILABILITY & COMMITMENT

Asakura Robinson's Austin office will manage this project. Our Project Manager, Meghan Skornia, brings the necessary leadership and expertise and is capable of managing a project of this magnitude. Our approach to managing these projects includes clear and consistent lines of communication between the prime consultant and client, between the consultant team members, as well as internal coordination of key personnel. Asakura Robinson staff includes 30+ qualified professionals with various backgrounds and certifications. We offer multiple licensed and registered landscape architects and certified planners, multiple LEED and SITES accredited professionals, and numerous designers, planners, and project managers. In addition, we have offices in both Houston and Austin that are

geographically situated to promptly respond to any project needs that arise.

Cortez Consulting Services (CCS), LLC is certified as a Minority- and Women-owned Business Enterprise (MBE/WBE) established in 2015 and is recognized as a Historically Underutilized Business (HUB) in Texas. The organization is led by Dr. Laura J. Cortez, former director of the Public Engagement at the University of Texas at Austin. Cortez Consulting currently has three (3) full-time employees, one part-time staff and two student interns.

RCLCO project personnel and management are dedicated to this project and will meet on a weekly (often more frequently) basis

PERSONNEL

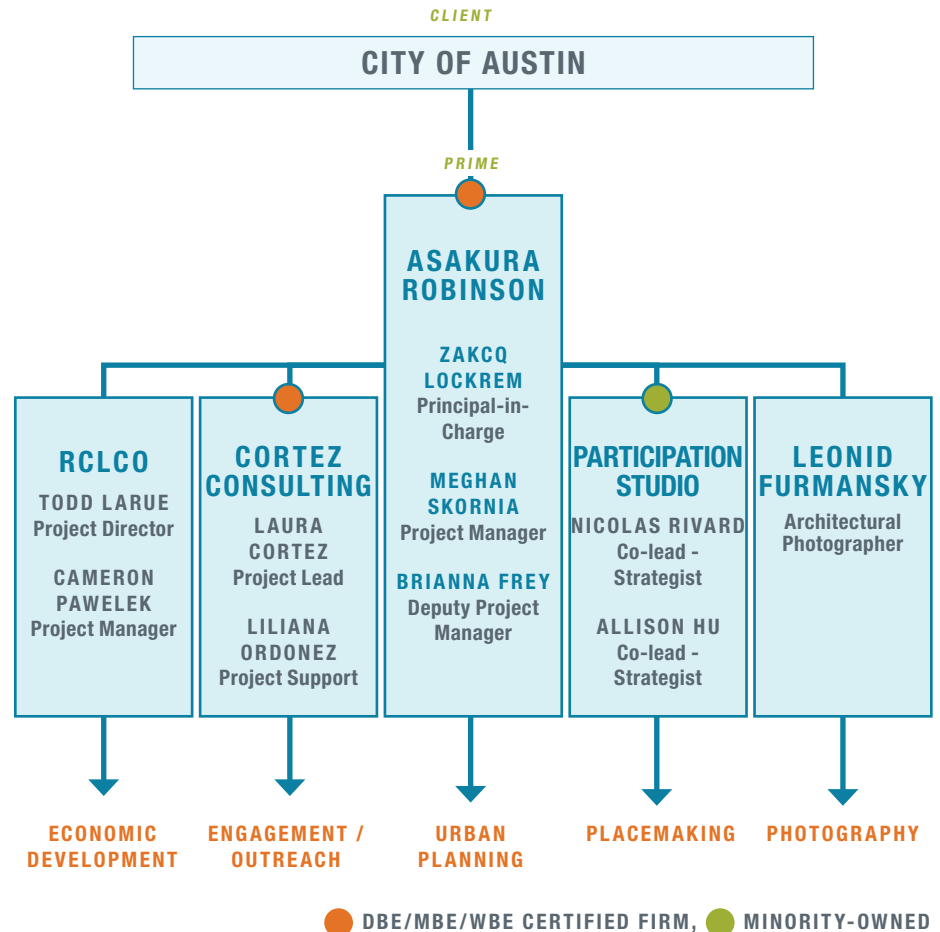
to review all projects, the status associated with deliverables, and labor allocation. In the event that additional resources are required, RCLCO has the management systems in place to expedite the allocation of project labor and manage workflow capacity from any of our four national offices. The size of the firm and broad expertise in real estate consulting allows us to move projects as needed without interruption to clients. Any vacancies of significance will be communicated as soon as they occur to ensure a smooth transition to back-up consultants and other staff as needed.

Participation Studio maintains a lean, nimble operation by design and strive to keep it that way. Our small team oscillates

from anywhere between 2 and 12 people on a project by project basis, and we collaborate with a consistent group of gig economy contractors to handle areas of expertise we do not have ourselves.

The goals of building our team are to:

- Offer the best and most qualified key personnel with leading expertise to support the development of New Districts;
- Combine national expertise in community development and public engagement with deep local knowledge of Austin;
- Bring together like-minded individuals with experience working collaboratively with each other; and
- Ensure the highest quality client service for the City of Austin and New Districts.





ZAKCQ LOCKREM, AICP

MANAGING PRINCIPAL | DIRECTOR OF PLANNING

ROLE: PRINCIPAL-IN-CHARGE

Zakcq Lockrem focuses on the experience of public space and the role of movement through the city in shaping civic engagement and built form. As a principal and the director of planning for Asakura Robinson, he brings over 15 years of broad project experience from the gulf coast, New England, California, southeast and east Asia, Mexico, and West Africa working on issues from transit planning to disaster recovery to affordable housing.

In addition, Zakcq develops cutting-edge public participation strategies to build the capacity of project stakeholders. He is a co-founder of Social Agency Lab, a collaborative of urban planners and designers who engage in public art and creative urban interventions. Zakcq is one of the 2015 Next City Vanguard, a group of 40 urban thought leaders under 40 and is a sought after speaker on urban topics.

EDUCATION

Master of Urban Planning, *Harvard University Graduate School of Design*
Bachelor of Science, Urban Affairs, *Boston University*

CERTIFICATIONS

American Institute of Certified Planners, (#027316)

PROFESSIONAL AFFILIATIONS

American Planning Association
Harvard University Graduate School of Design, *Alumni Council*
Austin Pedestrian Advisory Council, *Alternate, 2015-2017*
Houston/Harris County Obesity Prevention Collaborative Steering Committee, *2012-2014*
Next City Vanguard, *2015*

RECENT TEACHING / SPEAKING ENGAGEMENTS

2018 APA National Conference, "Planning Gulf Coast and Texas Downtowns"
2017 APA National Conference, "The Arts in Planning Context"
2017 New Partners for Smart Growth, "A Tale of Two Land Banks"
2016 ASLA National Conference, "Helping Communities Access Vacant Land"
2016 Japanese Landscape Architects Union

CONTACT

612.702.2453
zakcq@asakurarobinson.com

EXPERIENCE

SMALL AREA PLANNING

Historic Walker Lake Small Area Revitalization Plan, *St. Louis Park, MN*
Deer Springs Livable Centers Study, *City of North Las Vegas, NV*
Homewood Comprehensive Community Plan, *Pittsburgh, PA*
Connect Communities Gulfton/Sharpstown Needs Assessment, *Houston, TX*

Plan Downtown, *Houston, TX*
South Central Waterfront Vision Framework, *Austin, TX*^{A G}

Kashmere Gardens Livable Centers Study, *Houston, TX*

Fifth Ward/ Buffalo Bayou/ East End Livable Centers, *Houston, TX*

Washington Avenue Livable Centers Study, *Houston, TX*

HOUSING & COMMUNITY DEVELOPMENT

Pittsburgh Vacant Lot Tool Kit, *Pittsburgh, PA*^A
Galveston 2039 Vision Plan, *Galveston, TX*
Detroit Landscape Design and Process Standards, *Detroit, MI*

Souly Austin District Visioning, Planning, and Design, *Austin, TX*

St. Louis Land Bank Assessment, *St. Louis, MO*

Housing NOLA Transit-Oriented Development Implementation Plan, *New Orleans, LA*

TRANSPORTATION

Houston Bike Plan, *Houston, TX*^A
New Orleans RTA Strategic Mobility Plan, *New Orleans, LA*
METRO Transit System Reimagining, *Houston, TX*
Downtown Austin Parking Strategy, *Austin, TX*^A

METRO Bike & Ride Access & Implementation Plan, *Houston, TX*

North Lamar Corridor Study, *Austin, TX*

Manchaca Corridor Study, *Austin, TX*

URBAN DESIGN

San Antonio Trail Design Strategy, *San Antonio, TX*
Congress Avenue Urban Design Initiative, *Austin, TX*
Fifth Ward Pattern Book, *Houston, TX*
Lower Washington Avenue Pattern Book, *Houston, TX*
Magnolia Transit Center ReDesign, *Houston, TX*
Southern Downtown/CBD Public Realm Plan, *Houston, TX*

^A Award Winning / ^G Green Infrastructure



MEGHAN SKORNIA, AICP

SENIOR PLANNER

ROLE: PROJECT MANAGER

Meghan Skornia is an urban planner and designer from St. Louis, Missouri. Her work focuses on small area planning, downtown planning, creative placemaking, and public engagement. She is especially passionate about relaying complex planning and zoning issues to the public and exploring new mediums for truly inclusive engagement. Her work also includes creating project branding identities and working with multidisciplinary teams on master planning and regulatory planning projects. Furthering her work in creative engagement and catalytic urban projects, she was recently selected as a participant in the Waller Creek Conservancy's first juried Creek Show competition and was a part of the team that won the Rice Design Alliance "X-Change EaDo Crossroads" charrette, completing a implementable plan for tactical to permanent streetscape improvements.

EDUCATION

Master of Urban Planning, Urban Design and Community Development Emphasis, *University of Kansas*

Bachelor of Arts, Architectural Studies, *University of Kansas*

CERTIFICATIONS

American Institute of Certified Planners (#30482)

PROFESSIONAL AFFILIATIONS

APA Central Texas Policy Committee

American Planning Association

AIA Austin Urban Design Committee

COMMUNITY INVOLVEMENT

Board Member, City of Austin
Downtown Commission

Board of Directors, North Hays County
Municipal Utility District Number 2

2017 Creek Show, Waller Creek
Conservancy, Austin, TX

Austin Design Week 2017-2018, ATX

AWARDS & RECOGNITION

2016 Rice Design Alliance "X-Change:
Eado Crossroads" Charrette Winner,
Houston, TX

EXPERIENCE

SMALL AREA PLANNING

St. Louis Park Historic Walker Lake
Revitalization Plan, *St. Louis Park, MN*

Deer Springs District Livable Centers
Study, *North Las Vegas, NV*

Plan Downtown, *Houston, TX*

Westchase District Livable Centers Study,
Houston, TX^A

Kashmere Gardens Livable Centers Study,
Houston, TX

Homewood Comprehensive Community
Plan, *Pittsburgh, PA*

URBAN DESIGN

Brush Square Master Plan, *Austin, TX*

Fifth Ward Pattern Book, *Houston, TX*

WAVE Pattern Book, *Houston, TX*

Congress Avenue Urban Design
Initiative, *Austin, TX*

TRANSPORTATION

Austin Safe Routes to School, *Austin, TX*

METRONext 2040 Public Engagement,
Houston, TX

New Orleans RTA Strategic Transit Plan,
New Orleans, LA

HOUSING & COMMUNITY DEVELOPMENT

Detroit Landscape Design and Process
Standards, *Detroit, MI*

Austin Strategic Housing Blueprint
Implementation, *Austin, TX*

St. Tammany Fair Housing and Community
Needs Assessment, *St. Tammany, LA*

SoulY Austin District Visioning, Planning,
and Design, *Austin, TX*

St. Louis Land Bank Assessment,
St. Louis, MO

Berry/University Development Plan,
Fort Worth, TX^{*}

River Arts District Form-Based Code,
Asheville, NC^{*}

Chattanooga Downtown Form-Based
Code, *Chattanooga, TN*^{*}

Legacy Lewiston Comprehensive Plan,
Lewiston, ME^{*}

^{*} Previous Firm Experience

^A Award Winning / ^G Green Infrastructure

CONTACT

314.630.0038 (c)

meghan@asakurarobinson.com



BRIANNA FREY

ASSOCIATE PLANNER

ROLE: DEPUTY PROJECT MANAGER

Brianna Frey is an urban planner and analyst who works primarily on data and mapping-driven projects, based in Asakura Robinson's Austin studio. She is passionate about the intersection of community development and placemaking. She is working to expand her project portfolio in small area planning and economic development. Brianna's professional work to date has focused on active transportation, community development, and placemaking projects in San Antonio, Austin, and Houston. Brianna aims to work collectively with Asakura Robinson's interdisciplinary teams to embrace and enhance the livelihood and vitality of communities and public spaces by strengthening existing community relationships and programs.

Brianna is actively involved with Women's Transportation Seminar to advance women in the transportation industry. She also serves on the Austin Trinity University Alumni Board. In her free time, she enjoys outdoor recreation and philanthropy.

EDUCATION

Master of Community and Regional Planning, *University of Texas, Austin*

Bachelor of Arts, Urban Studies, *Trinity University, San Antonio*

PROFESSIONAL AFFILIATIONS

American Planning Association, *National & Texas Chapter*

Women's Transportation Seminar, *Heart of Texas Chapter*

Urban Land Institute, *National and Texas Chapter*

Texas Downtown Association

AWARDS & RECOGNITION

2016 Rice Design Alliance "X-Change: Eado Crossroads" Charrette, *Houston, TX*

RECENT TEACHING/SPEAKING ENGAGEMENTS

2018 Texas Trails and Active Transportation Conference, "Tactical Engagement"

2017 American Planning Association Texas Chapter State Conference "Beyond Transportation Projects: Creating Designations", *Frisco, TX*

PUBLICATIONS

(2017) NEPA Assignment at TxDOT: Analysis, Review, and Training Modules. CTR Technical Report 0-6866-1.

EXPERIENCE

HOUSING & COMMUNITY DEVELOPMENT

Affordable Strategic Housing Blueprint Implementation, *Austin, TX*

Souly Austin District Visioning, Planning & Design, *Austin, TX*

Development Plan, *Chacala, Mexico*

SMALL AREA PLANNING

Deer Springs District, *North Las Vegas, NV*

Historic Walker Lake Revitalization Plan, *Minneapolis, MN*

Homewood Comprehensive Community Plan, *Pittsburgh, PA*

Plan Downtown, *Houston, TX*

Connect Communities Gulfton/Sharpstown Needs Assessment, *Houston, TX*

TRANSPORTATION

Cedar Park Transit Study, *Cedar Park, TX*

Pleasant Valley Corridor Study, *Austin, TX*

North Lamar and Guadalupe Corridor Study, *Austin, TX*

Circle S Corridor Study, *Austin, TX*

Latta Drive Brush Country Corridor Study, *Austin, TX*

City of Austin Safe Routes to School Infrastructure Plan, *Austin, TX*

Longview Pedestrian and Bicycle Master Plan, *Longview, TX*

URBAN ECOLOGY

Healthy Parks Plan, *Travis, Bastrop, and Caldwell Counties, TX*

CONTACT

512.351.9601

brianna@asakurarobinson.com

* Previous Firm Experience
^A Award Winning / ^G Green Infrastructure



TODD LARUE

MANAGING DIRECTOR

ROLE: PROJECT LEAD // ECONOMIC DEVELOPMENT & MARKET ANALYSIS

Todd joined RCLCO in 2004 and leads the Austin, Texas office. He manages engagements for developers, land owners, investors, and public sector entities seeking strategic development, investment, and/ or planning advice regarding their real estate. His work includes consulting for numerous types of large-scale master-planned communities, high rise mixed-use developments, resorts, and commercial developments throughout Texas, the Southeast, and Mexico. For these engagements, he conducts highest and best use analyses, market opportunity analyses, consumer research, economic development assessments, financial analyses, fiscal impact analyses, metropolitan growth trends analyses, and various other analytical tasks to help guide clients' planning decisions and development strategies. Prior to RCLCO, Todd spent over seven years in construction management with Skanska in Atlanta, Georgia and W. H. Bass, Inc. in Norcross, Georgia. Much of his work was concentrated on managing ground-up construction projects in retail, banking, education, and telecommunication, as well as interior build-outs of high-rise office buildings.

Todd brings strong analytical skills in quantitative and qualitative analysis with his Bachelor's in Civil Engineering from the University of Virginia, and his Master's in Business Administration (focusing on real estate and finance) from Emory University. He is an active member of the Urban Land Institute (member of the ULI Austin Advisory Board) and has been a guest speaker at numerous real estate industry events and graduate business schools, including the Urban Land Institute, Congress for the New Urbanism, the University of Texas at Austin, and Emory University.

EDUCATION

University of Virginia

Emory University

AFFILIATIONS

Real Estate Council of Austin

Urban Land Institute

QUOTED IN

Austin Biz Journal

Houston Biz Journal

Houston Chronicle

RECENT SPEAKING ENGAGEMENTS

ULI Spring Meeting 2019: Housing Market Forecast

North Lake Travis Chamber of Commerce Luncheon

Jackson Hole Investor Summit

RCLCO's 7th National Master-Planned Community University

EXPERIENCE

CITY OF CEDAR PARK; Project Director: Corridor Study; Bell Boulevard Corridor Master Plan; *Cedar Park, TX*

REIT MANAGEMENT & RESEARCH LLC; Project Director: Highest and Best Use Analysis for Proposed 180-Acre Mixed-use Development; *Austin, TX*

CITY OF CEDAR PARK; Project Director: Market and Economic Analysis of Future Land Use Plan; *Cedar Park, TX*

MARKETPLACE REAL ESTATE GROUP; Project Director: Market Analysis and Financial Modeling for Market Opportunity Analysis for 390-Acre Multi-Use Commercial and Residential Project; *Austin, TX*

RIVERSIDE RESOURCES; Project Director: Condominium Pricing Analysis 5th and West; *Austin, TX*

MOMARK DEVELOPMENT, LLC; Project Director: Market Analysis of Multi-Use Development in South Austin; *Austin, TX*

GREATER WACO CHAMBER; Project Director: Imagine Waco – Great Downtown Waco Master Plan; *Waco, TX*

CITY OF RICHARDSON; Project Director: Market Analysis and Strategic Implementation Recommendations for Three Targeted Redevelopment Nodes; *Richardson, TX*

CITY OF CORPUS CHRISTI; Project Director: Market Analysis for Sea District Plan; *Corpus Christi, TX*

CITY OF GEORGETOWN; Project Director: Feasibility Assessment of the Longhorn Junction Development; *Georgetown, TX*

CITY OF MISSOURI CITY; Project Director: Market Opportunity Assessment for Targeted Redevelopment/Development Areas; *Missouri City, TX*



CAMERON PAWELEK

MANAGING DIRECTOR

ROLE: PROJECT SUPPORT // ECONOMIC DEVELOPMENT & MARKET ANALYSIS

Cameron Pawelek joined RCLCO in 2014 and is a Vice President based in Austin, Texas. As part of the firm's real estate economics practice, he focuses on providing strategic and actionable guidance for urban and suburban mixed-use developments, master-planned communities, resorts, and other complex, multi-use developments. His experience includes highest and best use analyses, financial feasibility studies, and market opportunity analyses for an extensive range of commercial and residential land uses. With an emphasis on consumer segmentation and insight, Cameron has helped clients in both the public and private sectors make better informed development decisions.

Cameron serves as part of the leadership group responsible for RCLCO's firm-wide training program. Through this role he educates and mentors new team members, and manages the programming and phasing of onboarding initiatives. He also assists in crafting innovative business intelligence initiatives to further enhance RCLCO's segmentation analyses, long-term demand projections, and detailed supply-side studies.

Cameron graduated from the University of Texas at Austin with a Bachelor of Arts in Urban Studies, as well as interdisciplinary certificates in Real Estate and Business Foundations. His coursework focused on urban history, real estate economics, and geological sciences.

EXPERIENCE

CITY OF CEDAR PARK; Project Manager:
Corridor Study - Bell Boulevard Corridor
Master Plan; *Cedar Park, TX*

CITY OF MISSOURI CITY; Project Manager:
Corridor Analysis with Freese and
Nichols, Inc. for Missouri City; *Missouri
City, TX*

WALSH MPC; Project Manager: Market
Strategic Market Assessment and
Centers Analysis for Walsh Master-
Planned Community; *Fort Worth, TX*

HILLWOOD; Project Manager: Market
Analysis for Proposed 1,000-Acre
Master-Planned Community;
Northlake, TX

CRESCENT COMMUNITIES; Project
Manager: Market Analysis for
The Peninsula, a Custom Home
Neighborhood at Rough Hollow Master
Planned Community; *Lakeway, TX*

CONVERGENCE INVESTMENTS; Project
Manager: In-Depth Rental Residential
and Retail Market Analysis for Briggs
Ranch Master Planned Community; *San
Antonio, TX*

ARCHITECTS SOUTHWEST; Project
Manager: Market Opportunity
Analysis for Multi-Use Commercial and
Residential Development; *Yukon, OK*

BAYLOR UNIVERSITY; Project Manager
and Primary Analyst: Highest and
Best Use Analysis for Commercial and
Residential Properties Near Campus;
Waco, TX

MILL CREEK; Project Manager:
Rental Apartment Market Analysis
and Strategic Development
Recommendations; *Modera, TX*

JOHNSON DEV; Project Manager:
Segmentation Strategy Enhancement
Analysis for the Trinity Falls Master-
Planned Community; *McKinney, TX*

BELLE TERRE; Project Manager: Market
Analysis for Remaining Property at Belle
Terre; *LaPlace, LA*

FEDERAL CITY, ALGIERS, LOUISIANA;
Project Manager: Market Analysis
and Implementation Strategy for the
Redevelopment of a Deactivated Naval
Support Base; *Algiers, LA*

EDUCATION

University of Texas

AFFILIATIONS

Real Estate Council of Austin

Urban Land Institute



LAURA J. CORTEZ

CEO AND FOUNDER

ROLE: ENGAGEMENT AND OUTREACH LEAD

Dr. Laura J. Cortez is CEO and Founder of Cortez Consulting Services (CCS), LLC a certified Minority-and Women-owned Business Enterprise (MBE/WBE) established in 2015. She brings a wealth of experience working on projects at the forefront of effective engagement that empower and support residents through the public planning process. Dr. Cortez is also a researcher and brings a level of technical expertise to provide support in data collection and analysis. She has prepared project surveys (online and paper) and has experience designing public engagement plans that will reach constituents of all ages and socioeconomic backgrounds.

EDUCATION

Certificate in Mexican American Studies, *University of Texas at Austin*

MBA, *St. Edwards University*

B.S. Environmental Science and Policy, *Drake University*

COMMUNITY INVOLVEMENT

Founder, Friends of Northeast Austin

Volunteer, East Austin Rotary

Faculty Affiliate, Penn Center for MSIs

Board Member, Austin Parks Foundation

Board Member, SureScore

Board Member, Cathedral School St. Mary's

EXPERIENCE

HDR Corridor Construction Project

Provide communication and community engagement services for 2016 transportation bond.

Work closely with prime contractor, HDR, to develop public involvement plan and gather input from relevant public and private stakeholders.

Assist with design of public meetings, conduct outreach, develop survey, gather data, maintain stakeholder's database, and produce all marketing materials in Spanish & English.

City of Austin Transportation Department, Corridor Mobility Program

Provide communication and community engagement services for corridor project.

Work closely with prime contractor, Urban Design Group, to develop public involvement plan and gather input from relevant public and private stakeholders.

Design public meetings, conduct outreach, develop survey, gather data, maintain stakeholder's database, and produce all marketing materials in Spanish & English.

City of Austin Economic Development Department, Colony Park Sustainable Community Initiative: Phase II

Design public involvement plan for implementing Colony Park Master Plan.

Hold community meetings to gather/share data regarding RFQ/RFP process.

Present at neighborhood association meetings and distribute data.

Work with consultants and an array of city offices to solicit Master Developer.

City of Austin Parks and Recreation Aquatics Master Plan, SWIM 512

Engaged all residents from Travis County in Aquatic Master Plan.

Made contact with 1,200 residents using various outreach methods.

Designed on-line survey in Spanish/English to gather community data.

Compiled final report and distributed on City website.

City of Austin Neighborhood Housing and Community Development, Colony Park Sustainable Community Initiative: Phase I

Oversaw public outreach to 45,000 residents in Northeast Austin.

Provided workshops, professional development training, capacity building services, and administered neighborhood survey via block walking to over 4,000 residents.



LILIANA ORDONEZ

DIRECTOR OF COMMUNITY RELATIONS

ROLE: ENGAGEMENT AND OUTREACH SUPPORT

Liliana Ordonez serves as the Director of Community Relations. With an educational background in business administration and government, Liliana specializes in communication, outreach, and relations with the community at large. Her work focuses on collaborating with community-based organizations, coalitions, key external stakeholders, and others to develop programs, execute events, and establish new initiatives that promote the firm's relational objectives. She works closely with the CEO to assist with guiding staff, interns, and consultants on the effective execution of projects, external events, and the development of various engagement strategies to promote projects/events.

Liliana brings experience with nearly every aspect of engagement and outreach including designing public meetings, conducting outreach, developing surveys, gathering data, maintaining stakeholder databases, and producing all marketing materials in Spanish and English. Liliana is experienced at managing and facilitating regional advisory committees, focus groups and community conversation on a broad range of topics and brings a history of successful working relationships with the City of Austin Public Health, Travis County Health & Human Services, Dell Medical School, Integral Care and CommUnityCare.

Recently, Liliana was the recipient of the Community Partner Award from the Austin Voices for Education and Youth as well as the Bridge Award from Central Health.

EXPERIENCE

City of Austin, Corridor Mobility Program & Corridor Construction Project (Present)

City of Austin, Economic Development Department Colony Park Sustainable Community Initiative (Present)

City of Manor and Travis County Townhall Meeting (May, 2019)

Central Health Eastern Travis County Task Force Lead (2018–2019)

EDUCATION

BBA - Business Administration, Magna Cum Laude: *Concordia University Texas*

AA, Government, *Austin Community College*

PROFESSIONAL EXPERIENCE

Director of Community Relations – Cortez Consulting, Austin, TX (2/2019 – Present)

Community Engagement Coordinator – Central Health, Austin, TX (11/2017 – 2/2019)

Outreach & Enrollment Coordinator – Central Health (05/2014 – 11/2017)

Outreach Representative – Central Health (10/2013 – 05/2014)

Eligibility Associate – Central Health (06/2013 – 10/2013)

AWARDS AND RECOGNITION

2018 Austin Voices for Education and Youth - Community Partner Award

2018 Central Health - Bridge Award



NICOLAS RIVARD, RA

CO-FOUNDER

ROLE: CO-LEAD ENGAGEMENT/PLACEMAKING STRATEGIST

Nicolas is an architect, artist, and entrepreneur with over fifteen years experience executing creative projects. He is co-founder of Participation Studio, a design office focused on experience and engagement. The studio focuses on empowering communities to shape their own environments, cultivate social networks, and build place capital in the process. He takes an entrepreneurial approach to creativity.

EDUCATION

Master of Architecture in Urban Design,
Harvard University, Graduate School of Design

Bachelor of Architecture, *University of Texas at Austin*

CERTIFICATIONS

Registered Architect, *TBAE #27930*

ORGANIZATIONS

Co-Founder, Participation Studio, 2016
- Present

President, Dignowity Hill Neighborhood Association, 2015 - Present

Director, Public Space East, 2015 - Present

Vanguard Fellow, Next City, 2016 Cohort

Fellow, Global Health Corps, 2013 Cohort

Nicolas believes that design should be an open and transparent tool accessible to people who do not identify as creatives. He is a founding member of Public Space East, an open space advocacy group that led the Eastside community's \$5 million Dignowity Park Project to renovate a nine acre open space overlooking downtown.

Trained as an architect, he earned a Bachelor of Architecture from UT Austin and a Master of Architecture in Urban Design from Harvard University. He served as a 2013 Global Health Corps Fellow and a 2016 Next City Vanguard. In a previous life, Nicolas made furniture in Austin and worked with communities in Rwanda, India, and Mexico before returning to Texas. If he is not in the office, he is probably on a river, in the garden, or in the kitchen.

EXPERIENCE

Que pasa, PASA - Citywide Public Art Campaign, *San Antonio, TX*

Eastside Parks Plan - Engagement Strategy + Capacity Building Framework, *San Antonio, TX*

Dignowity Park Project - Community Redesign, *San Antonio, TX*

The Neighborhood Before - Urban Design Research, *San Antonio, TX*



ALLISON HU, RA

CO-FOUNDER

ROLE: CO-LEAD ENGAGEMENT/PLACEMAKING STRATEGIST

Allison is a design strategist & researcher working on initiatives that promote systems-thinking, cultural understanding, and clearer paths for communities to power. As co-founder of Participation Studio, Allison provides creative design consulting for public-sector and institutional clients. Her experience includes managing a large team in creating citywide input campaign for public art planning. Project was reported by agencies as an innovative model for generating emotional data & memorable, inclusive experiences. She has directed design research informing investments in culturally-significant buildings using ethnographic methods, workshops, and creative events, resulting in increased buy-in & heightened intergenerational engagement. In 2015, she founded Public Space East, an organization to mobilize local creative capital & shepherd projects that promote design equity & civic health for San Antonio's Eastside community. Prior to founding Participation Studios, Allison served as Design Strategist for Overland Partners, and Socio-cultural research assistant for MIT.

EDUCATION

Master of Science in Architectural Studies - Urbanism, *Massachusetts Institute of Technology, School of Architecture + Planning*

Bachelor of Architecture, Geography Minor, Mebane Fellowship, *University of Texas at Austin*

CERTIFICATIONS

Registered Architect, *TBAE #25835, NCARB #85704*

ORGANIZATIONS

Fellow, New Leaders Council, Fellow, 2018

Board Member, Community Housing Resource Partners, 2017-present

AWARDS & RECOGNITION

Expedition Grant, MIT Public Service Center, 2012

Urban Land Institute Design Competition, MIT Team, Top Honorable Mention, 2011

PUBLICATIONS

The Largest Art : Plural Urbanism (by Brent D. Ryan, 2017, MIT Press)
Design & illustration for three urban redevelopment scenarios.

Fair Game: Learning From La Salada (2012, MIT Thesis) Ethnography & participatory strategy to improve sociocultural outcomes in informal market cities.
Advisors: Anne W. Spirn, Julian Beinart, Brent D. Ryan.

Design After Decline: How America Rebuilds Shrinking Cities (by Brent D. Ryan, 2012, PennPress) *Named one of Planetizen's Top 10 Books of 2013 Illustration of novel patterns for redevelopment in post-industrial cities.

EXPERIENCE

House Barn Community Arts Hub,
Peppergrass Group

Eastside Parks Community Visioning:
MLK, Lincoln & Pittman - Sullivan Parks
Strategy - City of San Antonio, San Antonio, TX

Dignowity Park Project - Community
Redesign, *San Antonio, TX*

Que pasa, PASA - Citywide Public Art
Campaign, *San Antonio, TX*

The Neighborhood Before - Urban Design
Research, *San Antonio, TX*



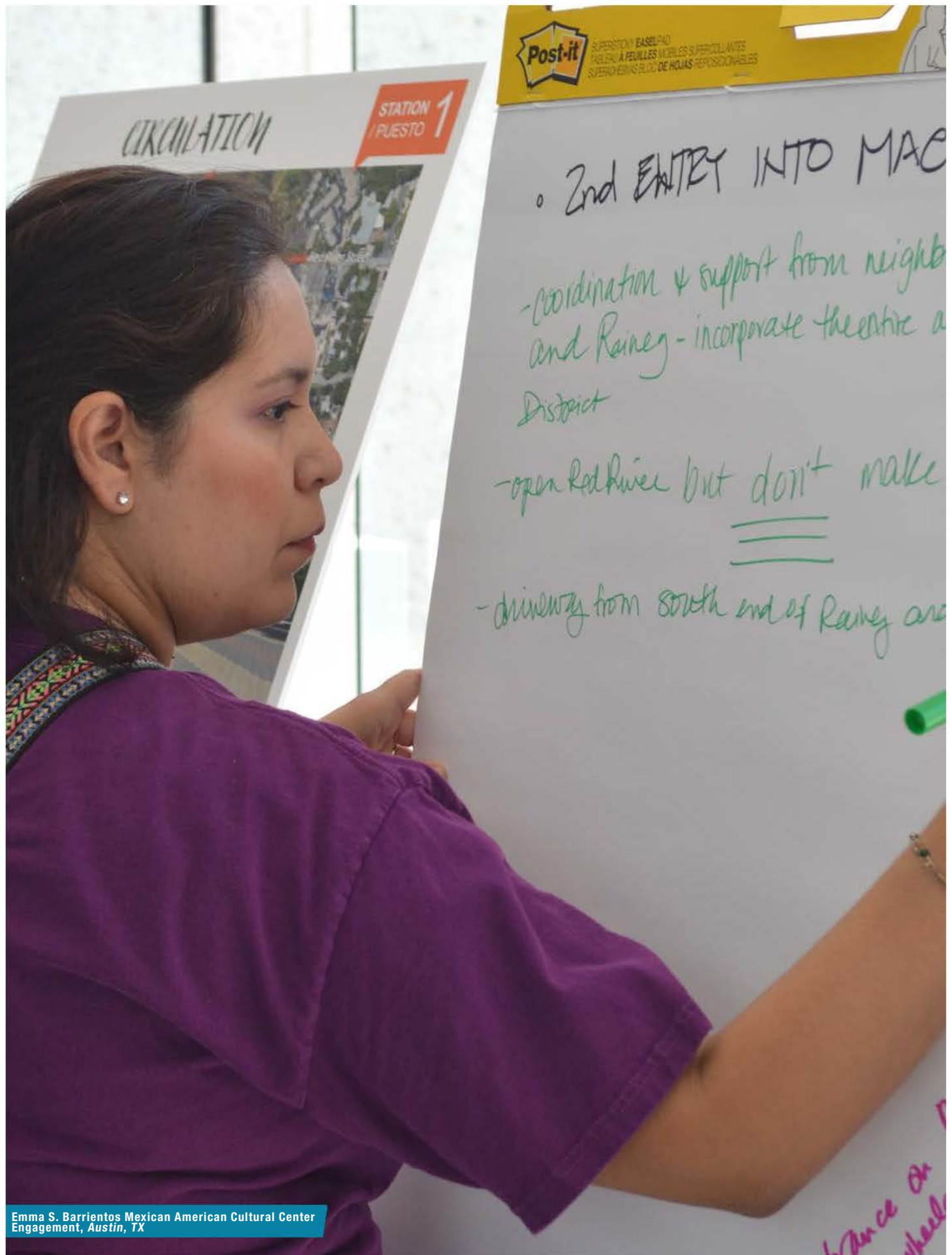
◦ 2nd ENTRY INTO MACC

- coordination & support from neighbor along River and Rainey - incorporate the entire area as a cultural District

- open Red River but don't make the ~~street~~ ^{street} ~~border~~ ^{border}

- driveway from south end of Rainey around the block

FORMS





CITY OF AUSTIN, TEXAS

Purchasing Office REQUEST FOR PROPOSAL (RFP) OFFER SHEET

SOLICITATION NO: RFP 5500 RJZ3000

DATE ISSUED: April 15, 2019

REQUISITION NO.: RQM 5500 18110600088

COMMODITY CODE: 91800, 91826, 96129, 96146, 96546

FOR CONTRACTUAL AND TECHNICAL ISSUES CONTACT THE FOLLOWING AUTHORIZED CONTACT PERSON:

Primary:

Ricardo Zavala, MPA

Procurement Specialist III

Phone: 512-974-2988

E-Mail: Ricardo.zavala2@austintexas.gov

Secondary:

Lynnette Hicks, MBA

Procurement Specialist IV

Phone: (512) 974-3349

E-Mail: Lynnette.hicks@austintexas.gov

COMMODITY/SERVICE DESCRIPTION: Professional Consulting Services New Districts

PRE-PROPOSAL CONFERENCE TIME AND DATE: April 30, 2019 at 9:00 a.m., CT

CONFERENCE CALL-IN: 512-974-9300, access code 968108

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

PROPOSAL DUE PRIOR TO: May 14, 2019 at 2:00 p.m. CT

PROPOSAL OPENING TIME AND DATE: May 14, 2019 3:00pm CT

COMPLIANCE PLAN DUE PRIOR TO: May 14, 2019 at 2:00 pm CT

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

LIVE SOLICITATION OPENING ONLINE: For RFP's, only the names of respondents will be read aloud

For information on how to attend the Solicitation Closing online, please select this link:

<http://www.austintexas.gov/department/bid-opening-webinars>

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired, as shown below:

Address for US Mail (Only)	Address for FedEx, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # RFP 5500 RJZ3000	Purchasing Office-Response Enclosed for Solicitation # RFP 5500 RJZ3000
P.O. Box 1088	124 W 8th Street, Rm 310
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY (USB FLASH DRIVE) OF YOUR RESPONSE

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 4 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200 V2	STANDARD SOLICITATION INSTRUCTIONS, UPDATED JUNE 26, 2018	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	7
0500	SCOPE OF WORK	11
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	6
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0610	BUSINESS DISTRICT DEVELOPMENT PROCESS	3
0700	REFERENCE SHEET – Complete and return	1
0800	NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION–Complete and return	2
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810 V2	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION, UPDATED JUNE 26, 2018	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0840	SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE – Must be completed and returned	50

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the * Sections are available on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: ASAKURA ROBINSON COMPANY

Company Address: 1224 E 12TH STREET, SUITE 310

City, State, Zip: AUSTIN, TX 78702

Federal Tax ID No. ASA8322718

Printed Name of Officer or Authorized Representative: KEIJI ASAKURA

Title: PRESIDENT

Signature of Officer or Authorized Representative: 

Date: 5/13/2019

Email Address: KEIJI@ASAKURAROBINSON.COM

Phone Number: (512) 351-9601

*** Proposal response must be submitted with this signed Offer sheet to be considered for award**



**ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS**

Solicitation: RFP 5500 RJZ3000

Addendum No: 1

Date of Addendum: 5/7/19

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Questions and Answers:

Q1: Can I hire internal staff who are minorities to count towards meeting the 2.03% of the MBE/WBE goals?

A1: No. This will not count towards meeting the MBE/WBE goals. Only City certified independent contractors, firms and companies can count towards this goal.

Q2: If I have a City certified MBE/WBE firm already on board to meet all goals, do I still need to do Good Faith Efforts?

A2: No.

Q3: Can I have a firm who is City Certified as a MBE and a WBE and count both certificates to meet the goals?

A3: The 2.03% can be met with a firm dually certified as MBE/WBE for one or more commodity codes listed on the project's Availability List.

Q4: Is the application for new business districts online?

A4: No, it is not. It is expected to be available after the contract is approved by City Council.

Q5: Do you know where the districts will be located?

A5: No.

Q6: In Section 0600 1D Part IV and 1F Part VI, can we provide the same organizational chart?

A6: Yes.

Q7: In Section 0600 1E Part V, can we include subcontractor experience here?

A7: Yes. Please refer to Section 0600 4B stating you can include subcontractor experience.

Q8: Can you provide more than three prior experiences in our bid requested in Section 0600 1E?

Revised 12/13/2015

REQUIRED FORMS

A8: Yes. At minimum bidders are required to submit three prior experiences but can submit more than three.

Q9: Is there one major scope to this solicitation?

A9: No. Please refer to section 0500 1.1, 1.2 and 1.3 to see three main categories. Please refer to section 0600 section 4B to review categories which every bid will be scored upon to include different parts of the scope.

Q10: Is there any certification required for a vendor to be qualified to submit a bid?

A10: No certification is required for the prime vendor. Only MBE/WBE City certifications are required to meet goals.

Q11: What is the difference between commercial and neighborhood business district development on section 0500 1?

A11: The district terminology is flexible and self-identified by the district leadership. Commercial business districts tend to be located within major business corridors, while Neighborhood business districts identify more with the residential surroundings they are located within.

Q12: In the creation of the merchant's associations, what structured do those need to be in? Do they have to have dues?

A12: They are required to have a standard set of Bylaws and a Board of Directors, but City will allow merchant association to self-determine if they should be a 501c3, 501c4, 501c5 or 501c6, or an unincorporated entity. Dues are determined by the merchant's association upon development of their bylaws.

Q13: In section 0500 1.2.3 are these private or city efforts regarding capital improvement "plan"?

A13: The development and implementation of capital improvement plans can be any combination of private, public, or public/private partnerships. The expectation is to identify existing capital improvement plans, develop any new plans, and ultimately ensure that cost estimates are created to determine feasibility.

Q14: Is there any tourism component in the BDDP?

A14: Tourism components may be developed in the form of wayfinding and signage for the business district and should be included in any capital improvement plans.

Q15: If the districts selected do not already have an anchor retail with supermarkets, major restaurants and hotels, will this contract provide assistance in recruiting one?

A15: It is not required that a district have an anchor business located within its boundaries, and it is not the intention of the program to provide any business recruitment services.

Q16: Is there a range of how many businesses a vendor would have to work with once the districts are selected by the City?

A16: There is no established threshold, however through best practice management the City will evaluate boundaries with goals of ensuring the maximum size of districts do not exceed approximately 130 businesses

Q17: How does the City define bi-weekly?

Revised 12/13/2015

A17: As every other week.

Q18: Will reports on selected districts be delivered any sooner than the documented 60 days?

A18: Upon selection of districts, any developed reports by the City will be delivered to the selected contractor, with goals to deliver reports well within the 60-day required time-frame.

Q19: In section 0500 3.1.5 please define partner?

A19: Partners can be defined as any and all stakeholders involved in the execution of any project associated with the district development process.

Q20: Please describe what photography entails?

A20: Photography elements includes pictures of the entire district, as well as the process associated with the implementation of any activation and placemaking projects, to include development, installation, and completion.

Q21: In Section 3.1.12 what does social media entail?

A21: Only entails social media posts pertaining to business districts selected in the contract by the City. It is not intended for normal business happenings that do not refer to the business district.

Q22: Please define business leadership team?

A22: The business leadership team is required to be made up of five businesses in the identified business district area. This will be a part of the application process.

Q23: In section 0500 3.2.2 are stakeholder's property owners, business owner, operators, employees?

A23: Yes, they are all the above.

Q24: How many meetings do we need to complete for the year?

A24: Please refer to section 0610. The BDDP document provides a detailed outline of the minimum required meetings with business district leadership, as well as district-wide meetings.

Q25: Is the \$15,000 for new business district separate from contract award?

A25: No, the \$15,000 budget line item for placemaking is included within the \$150,000 threshold where the City will not consider any bid over \$150,000.

Q26: What is the district training consist of?

A26: District training services are provided by a separate contractor, who will assist business districts in various organizational formation trainings, and access to pro-bono legal services.

Q27: Are the steps listed in the BDDP required or just guidelines?

A27: The BDDP was developed to be an easy to use guide for district development formation, based on best practice research and experience with the development of previous districts to address efficiency. The City will require the contractor to follow the BDDP, however adjustments may be made upon the approval of the contractor and City once awarded.

Q28: What occurs upon conclusion of the year of services to the district?

Revised 12/13/2015

A28: Upon completion of the contractual obligations to the district by the selected contractor, the contractor will no longer be required to provide any services to the district.

Q29: Is the selection process of the new districts the same as last rounds?

A29: No, the districts will be selected through a competitive application process.

Q30: Will the City be requiring interviews with potential contractors?

A30: Potential contractor interviews will be optional, if deemed needed upon the conclusion of scoring based on the evaluation methods outlined in the RFP.

II. **Additional Information:** Please see the attached additional information.

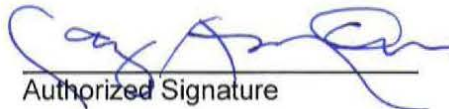
III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: Ricardo Zavala, Procurement Specialist III
Purchasing Office, 512-974-2988

ACKNOWLEDGED BY:

Keiji Asakura

Name



Authorized Signature

5/13/2019

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

Revised 12/13/2015

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm	ASAKURA ROBINSON COMPANY, LLC	
Physical Address	1224 E 12TH STREET, SUITE 310, AUSTIN, TX 78702	
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	<input checked="" type="radio"/> No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	<input checked="" type="radio"/> Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input checked="" type="radio"/> Yes	No

SUBCONTRACTOR(S):

Name of Local Firm	RCLCO	
Physical Address	221 W 6th Street, Suite 2030, Austin TX 78701	
Is your headquarters located in the Corporate City Limits? (circle one)	<input checked="" type="radio"/> Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	<input checked="" type="radio"/> Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input checked="" type="radio"/> Yes	No

Name of Local Firm	CORTEZ CONSULTING	
Physical Address	6609 MANCHACA ROAD, AUSTIN, TX 78745	
Is your headquarters located in the Corporate City Limits? (circle one)	<input type="radio"/> Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	<input type="radio"/> Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input type="radio"/> Yes	No

Name of Local Firm	PARTICIPATION STUDIOS	
Physical Address	605 NOLAN STREET, SAN ANTONIO, TX 78202	
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

Section 0700: Reference Sheet

Responding Company Name Asakura Robinson Company, LLC

The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least 3 complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last 5 years. References shall indicate a record of positive past performance.

1. Company's Name Old Sixth Ward Redevelopment Authority (TIRZ 13)
 Name and Title of Contact Claude Anello, Chairman of the Board
 Project Name Washington Avenue Corridor Planning & Streetscape Design Improvements
 Present Address N/A
 City, State, Zip Code _____
 Telephone Number (713) 652-2525 Fax Number (____) _____
 Email Address claudio.anello@gmail.com

2. Company's Name City of St. Louis Park, MN
 Name and Title of Contact Jennifer Monson, Project Manager / Planner
 Project Name Historic Walker Lake Revitalization Plan
 Present Address 505 Minnetonka Blvd
 City, State, Zip Code St. Louis Park, MN 55416
 Telephone Number (952) 928-2841 Fax Number (____) _____
 Email Address Jmonson@stlouispark.org

3. Company's Name Houston Downtown Management District
 Name and Title of Contact Lonnie Hoozeboom, Director of Planning, Design & Development
 Project Name Souther Downtown/CBD Public Realm Plan
 Present Address 909 Fannin, Suite 1650
 City, State, Zip Code Houston, TX 77010
 Telephone Number (713) 650-3022 Fax Number (____) _____
 Email Address lonnie@downtowndistrict.org

City of Austin, Texas
Section 0800
NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION

City of Austin, Texas

Equal Employment/Fair Housing Office

To: City of Austin, Texas,

I hereby certify that our firm complies with the Code of the City of Austin, Section 5-4-2 as reiterated below, and agrees:

- (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter, including affirmative action relative to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or any other terms, conditions or privileges of employment.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require of all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they do not engage in any discriminatory employment practice as defined in this chapter

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Non-Discrimination and Non-Retaliation Policy set forth below.

City of Austin
Minimum Standard Non-Discrimination and Non-Retaliation in Employment Policy

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of

this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination and non-retaliation employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE THE CITY A COPY OF THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICIES ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICIES, AS SET FORTH HEREIN, **OR** THIS NON-DISCRIMINATION AND NON-RETALIATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

Sanctions:

Our firm understands that non-compliance with Chapter 5-4 and the City's Non-Retaliation Policy may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4 and the Non-Retaliation Policy.

Term:

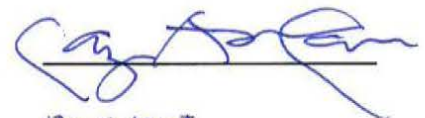
The Contractor agrees that this Section 0800 Non-Discrimination and Non-Retaliation Certificate of the Contractor's separate conforming policy, which the Contractor has executed and filed with the City, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payment, the Contractor's Non-Discrimination and Non-Retaliation Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 13th day of May, 2019

CONTRACTOR

Asakura Robinson Company

Authorized
Signature



Title

President

Section 0835: Non-Resident Bidder Provisions

Company Name ASAKURA ROBINSON COMPANY, LLC

- A. Bidder must answer the following questions in accordance with Vernon’s Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a “Resident Bidder” or a “non-resident Bidder”?

Answer: Resident Bidder

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder id a “Nonresident Bidder” does the state, in which the Nonresident Bidder’s principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is “yes”, then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

Section 0840, Service-Disabled Veteran Business Enterprise Preference

Offeror Name

Asakura Robinson Company, LLC

Additional Solicitation Instructions.

- ☒ By checking this box, Offeror states they are NOT a certified Service-Disabled Veteran Business Enterprise seeking to claim preference points under the City of Austin's SDVBE Program.
- Offerors seeking to claim the Service-Disabled Veteran Business Enterprise (SDVBE) preference shall be certified under one of the two following scenarios. Offerors shall check one of the following boxes, input the data in the applicable table below and include this completed form in their Proposal.
 - ☐ **HUB/SV.** Offeror is certified as a Service-Disabled Veteran (SV) Historically Underutilized Business (HUB) by the Texas State Comptroller of Public Accounts.

Texas State HUB/SV Certification	
13-Digit Vendor ID (VID)	
HUB/SV Issue Date	
HUB/SV Expiration Date	

- ☐ **HUB/OTHER + Federal SDVOSB.** Offeror is certified by the Texas State Comptroller of Public Accounts as a Historically Underutilized Business in a HUB Eligibility Category other than Service-Disabled Veteran (SV) AND is verified by the US Veterans Administration as a Service-Disabled Veteran-Owned Small Business (SDVOSB). **Texas HUB Eligibility Categories:** HUB/BL (Black), HUB/AS (Asian), HUB/HI (Hispanic), HUB/AI (Native American), or HUB/WO (Women Owned).

Texas State HUB/OTHER Certification	
13-Digit Vendor ID (VID)	
HUB Eligibility Category	
HUB Issue Date	
HUB Expiration Date	

Federal SDVOSB Verification	
9-Digit DUNS	
SDVOSB Issue Date	
SDVOSB Expiration Date	

- Offeror Identity.** The Offeror submitting the Proposal shall be the same entity that is certified by the Texas State Comptroller of Public Accounts, AND if applicable as verified by the US Veterans Administration.
- Certification Status.** Offeror's certification(s) must be active on or before the Solicitation's due date for Proposals and shall not expire prior to the award and execution of any resulting contract.
- Confirmation of Certification(s).** Upon receipt of this completed form, the City will confirm the Offeror's certification(s): **State:** <https://mycpa.cpa.state.tx.us/passcomblsearch>. **Federal:** <https://www.vfp.vetbiz.gov/> The City will direct any questions concerning an Offeror's State or Federal certification status to the Offeror's contact person as designated on the Offer Form of their Proposal.
- Misrepresentation.** If the City determines that the Offeror requesting this preference is not certified by the State or Federal government if applicable, the Offeror will not receive the preference points. If the City determines that this misrepresentation was intentional, the City may also find the Offeror not responsible and may report the Offeror to the Texas State Comptroller of Public Accounts or if applicable to the US Veterans Administration. If the misrepresentation is discovered after contract award, the City reserves the right to void the contract.

MBE/WBE COMPLIANCE PLAN

All applicable sections must be completed and submitted by the due date and time as indicated in the solicitation documents.

Section I — Project Identification and Goals

Project Name	Professional Consulting Services New Districts
Solicitation Number	RFP 5500 RJZ3000

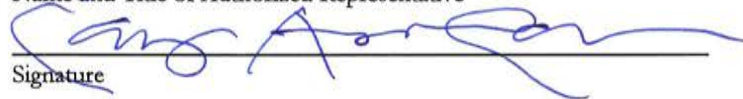
Project Goals or Subgoals		
Combined MBE/WBE	2.03	%
MBE		%
African American		%
Hispanic		%
Asian/Native American		%
WBE		%

Section II — Proposer Company Information

Company Name	Asakura Robinson Company, LLC		
Address	1224 E. 12th Street, Suite 310		
City, State Zip	Austin, TX 78702		
Phone	(512) 351-9601		
Fax	(832) 201-7198	E-Mail	margaret@asakurarobinson.com
Name of Contact Person	Margaret Robinson		
Is your company registered on Vendor Connection?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide Vendor Code <u>ASA8322718</u> If No, please note: All vendors; Subconsultants and consultants must register with COA's Vendor Connect prior to award. See Link for registration information at https://www.ci.austin.tx.us/financeonline/finance/index.cfm		
Is your company COA M/WBE certified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please indicate: MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

I certify that the information included in this *MBE/WBE Compliance Plan* is true and complete to the best of my knowledge and belief. I further understand and agree that this *MBE/WBE Compliance Plan* shall become a part of my contract with the City of Austin.

Keiji Asakura, President
 Name and Title of Authorized Representative


 Signature

5/13/2019
 Date

For City of Austin SMBR Use Only:

I have reviewed this Compliance Plan and found that the Proposer **HAS** ☐ **HAS NOT** ☐ complied as per the City Code Chapter 2-9A through GFE.

Reviewing Counselor _____ Date _____

I have reviewed this Compliance Plan and have found the Proposer **COMPLIANT** ☐ **NON-COMPLIANT** ☐

Director / Assistant Director _____ Date _____

Section III — MBE/WBE Compliance Plan Summary

Directions:

- For each subcontractor listed in Sections IV, V, VI or VII, fill in all blanks (if applicable).
- For project participation numbers use an EXACT number.
- Goal percentages should be based on the Base Bid amount only. Allowances are not included.
- Alternates are not recorded on this MBE/WBE Compliance Plan.
- If bidder is a certified M/WBE, include participation details in the Bidder box ONLY.
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.

Is the stated project goal of the solicitation met? (If no, attach documentation of Good Faith Efforts) Yes ☒ No ☐

PROPOSED PARTICIPATION GOALS

Use this section to calculate participation.
Include all details including the total dollar amount and percentage for each category where applicable.

MBE/WBE Project Goal		Bidder Participation Goal	
African American	%	\$	%
Hispanic	%	\$	%
Asian/Native American	%	\$	%
WBE	%	\$ 26,412.24	22.4 %
MBE	%	\$	%
MBE/WBE Combined	2.03 %	\$	%
Non-Certified		\$ 39,120.00	33.2 %
Total Subcontractor Amount		\$ 65,532.24	55.6 %
Bidder's Own Participation (less any subcontracted amount) Are you counting your own participation toward the goals? (if yes, indicate below) <input type="checkbox"/> AA <input type="checkbox"/> HIS <input checked="" type="checkbox"/> A/NA <input type="checkbox"/> WBE <input checked="" type="checkbox"/> MBE		\$ 52,343.94	44.4 %

Base Bid Amount (*Subs + Bidder amount*)

\$ 117,876.18

100 %

For SMBR Use Only:

Verified participation for each category:

African-American _____ % Hispanic _____ % Asian/Native American _____ % WBE _____ %

MBE _____ % WBE _____ % Combined MBE/WBE _____ %

Prime _____ % Non-Certified _____ %

Section IV — Disclosure of MBE and WBE Subcontractors

(Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of MBE/WBE certified Firms as registered with City of Austin Vendor Connection.
- Select either MBE or WBE for dually certified firms to indicate which certification will count towards the MBE or WBE goal.
- Contact SMBR to request an availability list of certified Firms for additional scopes of work that were not included on the original availability list.

Name of MBE/WBE Certified Firm	Cortez Consulting	
City of Austin Certification Data	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE Gender/ Ethnicity: F/H	
Vendor Code	V00000928702	
Address/ City / State / Zip	6609 Manchaca Road / Austin / Texas / 78745	
Contact Person & Phone #	Laura Cortez (512) 273-7967 x101	
Fax & Email Address	N/A laura@cortezconsulting.com	
Commodity Codes	91800, 91826, 96146	
Commodity Codes Descriptions	Consulting Services, Communications, and Interpreter Services	
Amount of Subcontract	\$ 26,412.24	22.4 %

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Section V — Disclosure of Non-Certified Subcontractors

(Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Second-Level Subcontractors as registered with the City of Austin.

Are Goals Met? Yes ☒ No ☐ If no, state reason(s) below and attach documentation:

Name of Non-Certified Subcontractor	RCLCO	
Vendor Code	ROB8309825	
Address/ City / State / Zip	221 W 6th Street, Suite 2030, Austin, TX 78701	
Contact Person & Phone #	Todd LaRue (512) 215-3157	
Fax & Email Address	TLaRue@rclco.com	
Commodity Codes	96129	
Commodity Codes Descriptions	Economic Impact Studies	
Amount of Subcontract	\$ 19,320	16.4% of Labor (12.8% of total fee) %
Reason Certified Firm not used	M/WBE Goals were met	
Name of Non-Certified Subcontractor	Participation Studio, LLC	
Vendor Code	V00000960720	
Address/ City / State / Zip	605 Nolan Street, San Antonio, TX 78202	
Contact Person & Phone #	Nicolas Rivard (210) 965-8410	
Fax & Email Address	N/A nicolas@participationstudio.com	
Commodity Codes	91800	
Commodity Codes Descriptions	Consulting Services	
Amount of Subcontract	\$ 19,800	16.8% of Labor (13.2% of total fee) %
Reason Certified Firm not used	M/WBE Goals were met	
Name of Non-Certified Subcontractor		
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Reason Certified Firm not used		
Name of Non-Certified Subcontractor		
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Reason Certified Firm not used		

Section VI — Disclosure of Second-Level Subcontractors

(Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Second-Level Subcontractors as registered with the City of Austin.

Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
First-Level Subcontractor		
Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		

Section VII — MBE/WBE Compliance Plan Check List

Is the stated project goal of the solicitation met?

Yes ☒ No ☐

(If no, complete and submit Section VIII Compliance Plan Check List)

If the goals or subgoals were not achieved, all questions in Section VIII **must** be completed and **Good Faith Efforts documentation must be submitted with the MBE/WBE Compliance Plan.** The completion and submission of this form is not required if the above question is answered *Yes*.

Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?		
• Copy of written solicitation sent to MBE/WBEs in SLBP area 7 business days prior to the submission of this Compliance Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of advertisements placed in local publication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of notices sent to Minority and Women organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Documentation that demonstrates additional GFEs: <ul style="list-style-type: none"> ○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor ○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services ○ Efforts made to reach agreements with the MBE/WBEs who responded to Bidder's written notice 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals? Yes ☐ No ☒

If yes, please explain: _____

Was SMBR contacted for assistance? Yes ☐ No ☒

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

Were Minority or Women organizations contacted for additional assistance? Yes ☐ No ☒

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request _____



City of Austin

Founded by Congress, Republic of Texas, 1839

Small & Minority Business Resources Department, 4201 Ed Bluestein Boulevard, Austin, TX 78721

Mailing Address: PO Box 1088, Austin, Texas 78767, Telephone (512) 974-7645

March 13, 2019

Asakura Robinson Company, LLC

Attn: Keiji Asakura

1902 Washington Ave. Suite A

Houston, TX 77007

Dear Mr. Asakura,

Congratulations!

Asakura Robinson Company, LLC has been recertified as a **Minority-Owned Business Enterprise (MBE)** to participate in the City of Austin's Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program.

MBEs and WBEs are required to seek recertification upon the fourth year anniversary of their initial certification and upon the fourth anniversary of all subsequent certifications. Failure of the firm to seek recertification by filing the necessary documentation with SMBR within 60 calendar days from the date of receipt of written notification from SMBR may result in decertification of the firm. The recertification review is completed thorough examination of the sworn affidavit and supporting documentation to determine your continued eligibility as outlined in the City Ordinance Code: § 2-9A-D-15.

You must report any change(s) in circumstances that affect your firm's size, social/economic disadvantage status, management, ownership or control to SMBR within thirty (30) calendar days. Failure to report such change(s) may result in the denial of continued certification or recertification. Additionally, a MBE/WBE on-site review may be conducted by SMBR as needed.

This firm's next recertification review documentation is due prior to 02/28/2023.

To confirm the current status of all certified firms, prime contractors, vendors and interested parties are to visit the City of Austin's Certified Vendor Directory at:

https://www.austintexas.gov/financeonline/account_services/search/vendors/certvendor.cfm

All statuses will be confirmed through the Certified Vendor Directory as noted above and the Certified Vendor Availability List provided by SMBR.

If you are a City of Austin registered vendor, you are responsible for maintaining accurate information on your vendor profile. You are asked to update **any changes** related to your business in the City's Vendor Connection system at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm. You can perform these changes daily from 7:00AM to 7:00PM. If you need assistance making changes, please contact Vendor Registration at (512) 974-2018 or by email at vendorreg@austintexas.gov.

Thank you for your interest in the program and we wish you continued success. If you have any questions, please feel free to call the Certification Office at (512) 974-7645.

Sincerely,

Natasha Taylor

Business Development Counselor

Small & Minority Business Resources Department

*The City of Austin is committed to compliance with the Americans with Disabilities Act.
Reasonable modifications and equal access to communications will be provided upon request.*

CONFIRMATION LETTER

Name of Prime Contractor: Asakura Robinson Company, LLC

Address: 1224 E. 12th Street, Suite 310 Austin, Texas 78702
Street City State Zip Code

Telephone: (512) 351-9601 Fax: () Proposed Contract Amount: \$ 149,996.48

Project/Solicitation Number: RFP 5500 RJZ3000

Project Name: Professional Consulting Services New Districts

Type of Agreement (check one): ☒ Lump Sum ☐ Unit Price ☐ Commodity

Period of Performance: TBD Level of Subcontracting (check one): ☒ 1st ☐ 2nd ☐ 3rd

Legal Name of Subcontractor*: Cortez Consulting

Subcontractor* Vendor Code: V00000928702

Address: 6609 Manchaca Rd Austin Texas 78745
Street City State Zip Code

Telephone: (512) 273-7967 Fax: () Proposed Subcontract Amount: \$ 26,412.24

Commodity Code and description of work to be performed by Subcontractor Firm:
91800 Consulting Services, 91826 Communications, 96146 Interpreter Services

The Prime Contractor and the Subcontractor listed above agree that the Prime Contractor has provided the Subcontractor with a copy of the City's prevailing wage requirements

Prime Contractor:

Asakura Robinson Company, LLC
Legal Name of Firm, as registered with the City



Signature

Keiji Asakura
Print Name

President
Title

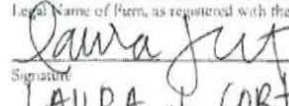
5/13/2019
Date

STATE OF TEXAS
 COUNTY OF HARRIS
 SUBSCRIBED AND SWORN TO before me on the
13th day of May, 2019


Notary Public
 *Including Suppliers, Manufacturers, Alternates

**Subcontractor:**

CORTEZ CONSULTING SERVICES
Legal Name of Firm, as registered with the City


Signature

LAURA J. CORTEZ
Print Name

CEO: FOUNDER
Title

5/10/19
Date

STATE OF Texas
 COUNTY OF Travis
 SUBSCRIBED AND SWORN TO before me on the
10th day of May, 2019


Notary Public



Revised January 2017

CONFIRMATION LETTER

Name of Prime Contractor: Asakura Robinson Company, LLC

Address: 1224 E. 12th Street, Suite 310 Austin, Texas 78702
Street City State Zip Code

Telephone: (512) 351-9601 Fax: () Proposed Contract Amount: \$ 149,996.48

Project/Solicitation Number: RFP 5500 RJZ3000

Project Name: Professional Consulting Services New Districts

Type of Agreement (check one): ☒ Lump Sum ☐ Unit Price ☐ Commodity

Period of Performance: TBD Level of Subcontracting (check one): ☒ 1st ☐ 2nd ☐ 3rd

Legal Name of Subcontractor*: Robert Charles Lesser & Co., LLC

Subcontractor* Vendor Code: ROB8309825

Address: 221 W 6th Street, Suite 2030, Austin, TX 78701
Street City State Zip Code

Telephone: (512) 215-3156 Fax: (512) 549-8833 Proposed Subcontract Amount: \$ 19,320

Commodity Code and description of work to be performed by Subcontractor Firm:
91800 Consulting Services, 96129 Economic Impact Studies

The Prime Contractor and the Subcontractor listed above agree that the Prime Contractor has provided the Subcontractor with a copy of the City's prevailing wage requirements

Prime Contractor:

Asakura Robinson Company, LLC
Legal Name of Firm, as registered with the City


Signature

Keiji Asakura
Print Name

President
Title

May 13th, 2019
Date


STATE OF TX
 COUNTY OF HARRIS
 SUBSCRIBED AND SWORN TO before me on the
13th day of MAY, 20 19.

Notary Public

*Including Suppliers, Manufacturers, Alternates

**Subcontractor:**

Robert Charles Lesser & Co., LLC
Legal Name of Firm, as reported with the City

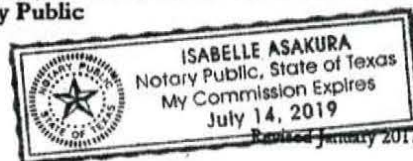

Signature

Todd LaRue
Print Name

Managing Director
Title

5/13/19
Date

STATE OF TEXAS
 COUNTY OF TRAVIS
 SUBSCRIBED AND SWORN TO before me on the
13th day of MAY, 20 19.

Notary Public

CONFIRMATION LETTER

Name of Prime Contractor: Asakura Robinson Company, LLC

Address: 1224 E. 12th Street, Suite 310 Austin, Texas 78702
Street City State Zip Code

Telephone: (512) 351-9601 Fax: () Proposed Contract Amount: \$ 149,996.48

Project/Solicitation Number: RFP 5500 RJZ3000

Project Name: Professional Consulting Services New Districts

Type of Agreement (check one): ☒ Lump Sum ☐ Unit Price ☐ Commodity

Period of Performance: MAY 13, 2019 - MAY 13, 2021 Level of Subcontracting (check one): ☒ 1st ☐ 2nd ☐ 3rd

Legal Name of Subcontractor*: Participation Studio, LLC

Subcontractor* Vendor Code: V00000960720

Address: 605 Nolan Street, San Antonio, Texas, 78202
Street City State Zip Code

Telephone: () Fax: () Proposed Subcontract Amount: \$ 19,800

Commodity Code and description of work to be performed by Subcontractor Firm:
91800 Consulting Services

The Prime Contractor and the Subcontractor listed above agree that the Prime Contractor has provided the Subcontractor with a copy of the City's prevailing wage requirements

Prime Contractor:

Asakura Robinson Company, LLC
 Legal Name of Firm, as registered with the City

Keiji Asakura
 Signature

President
 Print Name

5.13.2019
 Title

5.13.2019
 Date

STATE OF TEXAS
 COUNTY OF HARRIS
 SUBSCRIBED AND SWORN TO before me on the
13th day of MAY, 2019.

Notary Public

*Including Suppliers, Manufacturers, Alternates



291 Notary Professional Services Compliance Plan Packer

Subcontractor:

Participation Studio, LLC, dba Parts
 Legal Name of Firm, as registered with the City

NICOLAS
 Signature

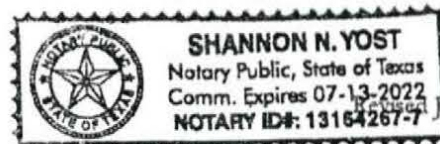
Nicolas Rivard
 Print Name

Co-Owner
 Title

May 10, 2019
 Date

STATE OF Texas
 COUNTY OF Bexar
 SUBSCRIBED AND SWORN TO before me on the
13th day of May, 2019.

Shannon N. Yost
 Notary Public



January 2017

An aerial photograph of a city skyline, likely Chicago, with a large green park in the foreground. The park features a winding river, a large open field, and several white tents. A blue diagonal overlay covers the bottom right portion of the image, containing white text.

ACCEPTANCE PERIOD,
PROPRIETARY INFORMATION,
AUTHORIZED NEGOTIATORS



PROPOSAL ACCEPTANCE PERIOD

This proposal will be valid for a period of one hundred and twenty (120) calendar days subsequent to the RFP closing date.

PROPRIETARY INFORMATION

Asakura Robinson recognizes that the final decision as to what information must be disclosed lies with the Texas Attorney General, and we do not have any proprietary information contained in this proposal.

AUTHORIZED NEGOTIATORS

Margaret Robinson
1224 E. 12th Street, Suite 310
Austin, TX 78702
(512) 351-9601
margaret@asakurarobinson.com

Keiji Asakura
1902 Washington Avenue, Suite A
Houston, TX 77007
(713) 337-5830
keiji@asakurarobinson.com



A photograph of an event space with a high, textured ceiling. In the foreground, there are several white lounge chairs and a potted plant. In the background, there is a stage area with blue lighting and a person standing. A large, semi-transparent blue triangle is overlaid on the right side of the image, containing the text 'COST PROPOSAL'.

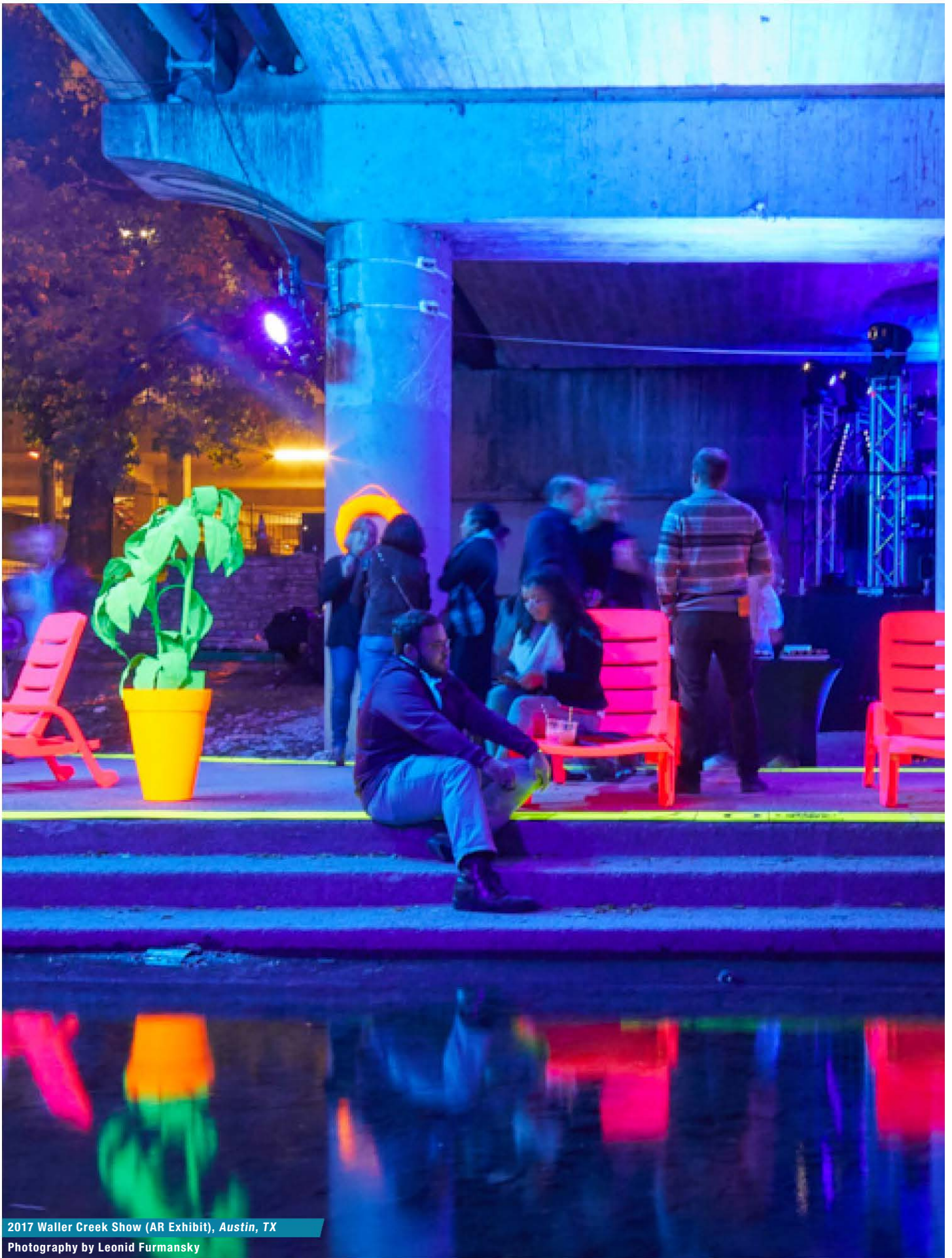
COST PROPOSAL

COST

Asakura Robinson ensures the timely completion of the New Districts project within budget, to the satisfaction of the City of Austin.

While the team is prepared to provide a detailed budget once selected, an approximate cost estimate for the project is as follows:

Manpower	Rate	TASK 1 Project Initiation, Coordination, & Management		TASK 2 Community Organizing		TASK 3 Economic Development Strategy		TASK 4 Strategy Execution: Place Activation & Identify Branding		TASK 5 Program Delivery Retrospective		Total
		HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	HRS	FEE	
ASAKURA ROBINSON // Project Leadership, Urban Planning												
Principal-in -Charge / Managing Principal Zakcq Lockrem, AICP	\$ 154.16	10	\$ 1,541.60	20	\$ 3,083.20	10	\$ 1,541.60	10	\$ 1,541.60	10	\$ 1,541.60	\$ 9,249.60
Project Manager / Senior Planner Meghan Skornia, AICP	\$ 114.02	40	\$ 4,560.80	50	\$ 5,701.00	30	\$ 3,420.60	20	\$ 2,280.40	40	\$ 4,560.80	\$ 20,524.60
Deputy Project Manager / Associate Planner Brianna Frey	\$ 88.38	20	\$ 1,767.60	40	\$ 3,535.20	40	\$ 3,535.20	10	\$ 884.80	78	\$ 5,893.64	\$ 16,615.44
Support Staff	\$ 66.17	-	-	30	\$ 1,985	-	-	-	-	60	\$ 3,970	\$ 5,955.30
RCLCO // Economic Development & Market Analysis												
Project Lead / Managing Director Todd LaRue	\$ 460.00	8	\$ 3,680.00	2	\$ 920.00	8	\$ 3,680.00	-	-	2	\$ 920.00	\$ 9,200.00
Project Manager / Vice President Cameron Pawelek	\$ 220.00	-	-	2	\$ 440.00	40	\$ 8,800.00	-	-	4	\$ 880.00	\$ 10,120.00
CORTEZ CONSULTING // Engagment & Outreach												
Project Lead / CEO Laura Cortez	\$ 183.00	20	\$ 3,661.60	80	\$ 14,646.40	-	-	4	\$ 732.32	4	\$ 732.32	\$ 19,772.64
Project Support / Community Relations Liliana Ordonez	\$ 75.00	-	-	80	\$ 6,036.00	-	-	4	\$ 301.80	4	\$ 301.80	\$ 6,639.60
PARTICIPATION STUDIO // Placemaking												
Project Co-Lead / Co-Founder Nicolas Rivard	\$ 150.00	8	\$ 1,200.00	12	\$ 1,800.00	-	-	50	\$ 7,500.00	-	-	\$ 10,500.00
Project Co-Lead / Co-Founder Allison Hu	\$ 150.00	-	-	12	\$ 1,800.00	-	-	50	\$ 7,500.00	-	-	\$ 9,300.00
SUBTOTAL - LABOR		106	\$16,411.60	328	\$39,946.90	128	\$20,977.40	158	\$20,739.92	204	\$19,800.36	\$117,876.18
DIRECT EXPENSES												
Translation												\$ 1,500.00
Printing												\$ 1,000.00
Photography												\$ 3,247.50
Placemaking Supplies (2 Districts)												\$ 15,000.00
Travel // Mileage (4 Trips Total)												\$ 172.00
Travel // Flights (2 Trips Total)												\$ 600.00
Travel // Lodging												\$ 300.00
Travel // Per Diem												\$ 300.00
Media (2 Districts)												\$ 10,000.00
SUBTOTAL - DIRECT EXPENSE												\$ 32,120.30
Grand Total												\$ 149,462.14



2017 Waller Creek Show (AR Exhibit), Austin, TX
Photography by Leonid Furmansky



CONTACT

1224 E. 12th Street, Suite 310
Austin, TX 78702
512.351.9601

ZAKCQ LOCKREM, AICP PRINCIPAL IN CHARGE
Zakcq@asakurarobinson.com | 612.702.2453

MEGHAN SKORNIA, AICP PROJECT MANAGER
Meghan@asakurarobinson.com | 314.630.0038



City of Austin, Texas
Section 0805
NON-SUSPENSION OR DEBARMENT CERTIFICATION

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

Exhibit D

Marketing, Promotions, Communication Requirements

Reference: 3.1 Project Initiation, Coordination and Management; 3.2 Community Organizing Activities; 3.4 Strategy Execution: Place Activation and Identity Branding

As described in the Scope of Work, the Contractor will be required to provide photography, community outreach, and public relation plan work related to contract activities.

1. Photography

The Contractor will ensure that all photography of place-enhancing projects will focus on the impact of the place-enhancing project on the district in an equitable manner, and ensure that photography will, to the best of their ability, avoid photography in which single business establishments names or logos are present.

2. Public Relations

The Contractor will ensure that all media inquiries related to contract activities will be directed to the City of Austin to ensure appropriate response. The Contractor shall not represent the City on media requests.

The Contract will ensure that any contract related media inquiry responses will include clearly established messaging points developed in partnership by the City of Austin and the Contractor prior to any contract related activity.

The Contract will ensure that all media responses will include reference to the City of Austin's Economic Development Department, the Souly Austin Program, and the district(s) in which the inquiry is focused.

3. Community Organizing

The Contractor will ensure that all community organizing activity will adhere to the established criteria and methods described in the Scope of Work.

Exhibit E

Third Party Contractor Requirements

Reference: 3.4 Strategy Execution: Place Activation and Identity Branding

The Contractor will be responsible for the implementation of activities and projects as described in the Scope of Work. During these projects, additional partners may be required to be identified and engaged to ensure appropriate implementation of contract activities

The Contractor shall ensure that up to three (3) bids will be collected for each activity or project component and submit to the City for approval prior to executing any contract-related activity.

The Contractor will schedule a meeting between the selected activity or project partner and the City of Austin, within 30 days of agreements developed to execute contract activity.

The Contractor will, to the best of their ability, document and track MBE/WBE data related to any third-party contractors engaged throughout contract activity. Information will be presented to the City in the form of Monthly Project reports. The Monthly Project report template is included in the BDDP.

The Contractor will maintain open and clear communication between all third-party related contractors and the City of Austin throughout the life of the contract.

Exhibit F

Placemaking Process Requirements

Reference: 3.4 Strategy Execution: Place Activation and Identity Branding

As referenced in the Scope of Work Contractor shall be responsible for implementing temporary and/or permanent place enhancing project(s) that have been identified and vetted through contract activities and best practices with the district stakeholders in the new business districts within 60 days of contract completion. The Contractor shall be responsible for implementation which is inclusive of acquiring permits, city approvals, ownership, agreements, materials and supplies, working with artists, curators, fabricators, etc.

The Contractor will utilize the BDDP meeting framework to educate district stakeholders of place-enhancing projects, gather feedback from district stakeholders through listening, discussions, and pre-planned activities as designated by the BDDP process.

The Contract will develop and present three (3) preliminary project proposals as developed through the information gathering process, as outlined in the BDDP, to the District leadership and stakeholders for final direction to be selected at the final district meeting. A Preliminary Project Proposal template is provided in the BDDP.

The Contractor will develop a final project proposal based on the selection of preliminary projects by the District and present the final project proposal to the Districts elected Board to determine final input and needs. A Final Project Proposal template is provided in the BDDP.

The Contractor will refer to Exhibit B, Third Party Contractor Requirements, when identifying place-enhancing project partners.

During implementation of the final selected place-enhancing project, the Contractor will engage in weekly check-ins with the City of Austin to discuss progress, project needs, and expected timelines for execution.

Implementation and execution of final selected place-enhancing project should be completed within four (4) months of presentation to District elected Board. Additional time needed to implement the project beyond four (4) months must be requested and submitted to the City for review and approval.

The Contractor will minimize interaction with district leadership and stakeholders outside of the process as designed by the BDDP.

Exhibit G

District Strategy Development Requirements

Reference: 3.3 Economic Development Strategy

As referenced in the Scope of Work, the Economic Development Strategy is a living business plan structured to assist the merchant association in identifying short, medium, and long-term action items to benefit the business district.

The Contractor team will ensure that the Business District Economic Development Strategy will adhere to the description listed in the Scope of Work, as well as the template documents provided in the Business District Development Process.

Exhibit H

Business District Development Process Usage Restrictions

Reference: Scope of Work 3.0

The Business District Development Process as developed and created by the City of Austin Economic Development Department, is for the express purpose of the organization and support of business districts in the City of Austin.

As reference in the Scope of Work, the BDDP provides standardized City approved templates, documents, educational materials, agendas, forms, trainings, metrics and resources required for the successful completion of contract deliverables.

Duplication and or usage of materials, as described above, created as a part of the Business District Development Process (BDDP), outside of the development of business districts within the City of Austin, without proper notification and approvals is strictly prohibited.

Unauthorized usage of documentation during and beyond the contract terms will be considered a breach in contract obligations, and may result in corrective action.

MBE/WBE COMPLIANCE PLAN

All applicable sections must be completed and submitted by the due date and time as indicated in the solicitation documents.

Section I — Project Identification and Goals

Project Name	Professional Consulting Services New Districts
Solicitation Number	RFP 5500 RJZ3000

Project Goals or Subgoals		
Combined MBE/WBE	2.03	%
MBE		%
African American		%
Hispanic		%
Asian/Native American		%
WBE		%

Section II — Proposer Company Information

Company Name	Asakura Robinson Company, LLC		
Address	1224 E. 12th Street, Suite 310		
City, State Zip	Austin, TX 78702		
Phone	(512) 351-9601		
Fax	(832) 201-7198	E-Mail	margaret@asakurarobinson.com
Name of Contact Person	Margaret Robinson		
Is your company registered on Vendor Connection?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide Vendor Code <u>ASA8322718</u> If No, please note: All vendors; Subconsultants and consultants must register with COA's Vendor Connect prior to award. See Link for registration information at https://www.ci.austin.tx.us/financeonline/finance/index.cfm		
Is your company COA M/WBE certified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please indicate: MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

I certify that the information included in this **MBE/WBE Compliance Plan** is true and complete to the best of my knowledge and belief. I further understand and agree that this **MBE/WBE Compliance Plan** shall become a part of my contract with the City of Austin.

Keiji Asakura, President

Name and Title of Authorized Representative

[Signature]

Signature

5/13/2019

Date

For City of Austin SMBR Use Only:

I have reviewed this Compliance Plan and found that the Proposer **HAS** ☒ **HAS NOT** ☐ complied as per the City Code Chapter 2-9A through GFE.

Reviewing Counselor

[Signature]

Date

7/24/2019

I have reviewed this Compliance Plan and have found the Proposer **COMPLIANT** ☒ **NON-COMPLIANT** ☐

Director / Assistant Director

[Signature]

Date

7/24/19

Section III — MBE/WBE Compliance Plan Summary

Directions:

- For each subcontractor listed in Sections IV, V, VI or VII, fill in all blanks (if applicable).
- For project participation numbers use an EXACT number.
- Goal percentages should be based on the Base Bid amount only. Allowances are not included.
- Alternates are not recorded on this MBE/WBE Compliance Plan.
- If bidder is a certified M/WBE, include participation details in the Bidder box ONLY.
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.

Is the stated project goal of the solicitation met? (If no, attach documentation of Good Faith Efforts) Yes ☒ No ☐

PROPOSED PARTICIPATION GOALS

Use this section to calculate participation.

Include all details including the total dollar amount and percentage for each category where applicable.

MBE/WBE Project Goal		Bidder Participation Goal	
African American	%	\$	%
Hispanic	%	\$	%
Asian/Native American	%	\$	%
WBE	%	\$ 26,412.24	22.41 %
MBE	%	\$	%
MBE/WBE Combined	2.03 %	\$	%
Non-Certified		\$ 39,120.00	33.2 %
Total Subcontractor Amount		\$ 65,532.24 ✓	55.6 %
Bidder's Own Participation (less any subcontracted amount) Are you counting your own participation toward the goals? (if yes, indicate below) <input type="checkbox"/> AA <input type="checkbox"/> HIS <input checked="" type="checkbox"/> A/NA <input type="checkbox"/> WBE <input checked="" type="checkbox"/> MBE		\$ 52,343.94 ✓	44.40 %

Base Bid Amount (Subs + Bidder amount)

\$ 117,876.18

100 %

For SMBR Use Only:

Verified participation for each category:

African-American _____ % Hispanic _____ % Asian/Native American _____ % WBE _____ %

MBE _____ % WBE _____ % Combined MBE/WBE **22.41%**

Prime **44.40%** Non-Certified **33.19%**

Section IV — Disclosure of MBE and WBE Subcontractors (Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of MBE/WBE certified Firms as registered with City of Austin Vendor Connection.
- Select either MBE or WBE for dually certified firms to indicate which certification will count towards the MBE or WBE goal.
- Contact SMBR to request an availability list of certified Firms for additional scopes of work that were not included on the original availability list.

Name of MBE/WBE Certified Firm	Cortez Consulting	
City of Austin Certification Data	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE Gender/ Ethnicity: F/H	
Vendor Code	V00000928702	
Address/ City / State / Zip	6609 Manchaca Road / Austin / Texas / 78745	
Contact Person & Phone #	Laura Cortez (512) 273-7967 x101	
Fax & Email Address	N/A laura@cortezconsulting.com	
Commodity Codes	<input checked="" type="checkbox"/> 91800, 91826, 96146	
Commodity Codes Descriptions	Consulting Services, Communications, and Interpreter Services	
Amount of Subcontract	\$ 26,412.24	22.41 %

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Name of MBE/WBE Certified Firm		
City of Austin Certification Data	<input type="checkbox"/> MBE <input type="checkbox"/> WBE Gender/ Ethnicity:	
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%

Section V — Disclosure of Non-Certified Subcontractors (Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Second-Level Subcontractors as registered with the City of Austin.

Are Goals Met? Yes ☒ No ☐ If no, state reason(s) below and attach documentation:

Name of Non-Certified Subcontractor	RCLCO Robert Charles Lesser & CO.	
Vendor Code	ROB8309825	
Address/ City / State / Zip	221 W 6th Street, Suite 2030, Austin, TX 78701	
Contact Person & Phone #	Todd LaRue (512) 215-3157	
Fax & Email Address	TLaRue@rclco.com	
Commodity Codes	96129	
Commodity Codes Descriptions	Economic Impact Studies	
Amount of Subcontract	\$ 19,320	16.4% of Labor (12.8% of total fee) %
Reason Certified Firm not used	M/WBE Goals were met	
Name of Non-Certified Subcontractor	GO Workshop (DBA Civic Arts)	
Vendor Code	V00000943073	
Address/ City / State / Zip	4015 Avenue D Austin TX 78751	
Contact Person & Phone #	Lynn Osgood 512-796-3868	
Fax & Email Address	N/A lynn.osgood@civicarts.org	
Commodity Codes	91800, 91892	
Commodity Codes Descriptions	Consulting Services, Urban Planning Consulting	
Amount of Subcontract	\$ 19,800	16.8% of Labor (13.2% of total fee) %
Reason Certified Firm not used	M/WBE Goals were met	
Name of Non-Certified Subcontractor		
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Reason Certified Firm not used		
Name of Non-Certified Subcontractor		
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Reason Certified Firm not used		

Section VI — Disclosure of Second-Level Subcontractors

(Duplicate as Needed)

Note:

- Fill in all the blanks (use “none” or “N/A” where appropriate).
- MBE/WBE Compliance Plans not complying with these requirements shall be rejected as non-responsive.
- Fill in names of Second-Level Subcontractors as registered with the City of Austin.

Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		
First-Level Subcontractor		
Name of Second-Level Subcontractor		
City of Austin Certified? (choose one)	<input type="checkbox"/> No <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Gender/ Ethnicity:
Vendor Code		
Address/ City / State / Zip		
Contact Person & Phone #		
Fax & Email Address		
Commodity Codes		
Commodity Codes Descriptions		
Amount of Subcontract	\$	%
First-Level Subcontractor		

Section VII — MBE/WBE Compliance Plan Check List

Is the stated project goal of the solicitation met?

Yes ☒ No ☐*(If no, complete and submit Section VIII Compliance Plan Check List)*

If the goals or subgoals were not achieved, all questions in Section VIII **must** be completed and **Good Faith Efforts documentation must be submitted with the MBE/WBE Compliance Plan**. The completion and submission of this form is not required if the above question is answered *Yes*.

Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?		
• Copy of written solicitation sent to MBE/WBEs in SLBP area 7 business days prior to the submission of this Compliance Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of advertisements placed in local publication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of notices sent to Minority and Women organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Documentation that demonstrates additional GFEs: <ul style="list-style-type: none"> ○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor ○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services ○ Efforts made to reach agreements with the MBE/WBEs who responded to Bidder's written notice 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals?

Yes ☐ No ☒

If yes, please explain: _____

Was SMBR contacted for assistance?

Yes ☐ No ☒

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

Were Minority or Women organizations contacted for additional assistance?

Yes ☐ No ☒

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request: _____

Section VII — MBE/WBE Compliance Plan Check List

Is the stated project goal of the solicitation met?

Yes ☒ No ☐*(If no, complete and submit Section VIII Compliance Plan Check List)*

If the goals or subgoals were not achieved, all questions in Section VIII **must** be completed and **Good Faith Efforts documentation must be submitted with the MBE/WBE Compliance Plan**. The completion and submission of this form is not required if the above question is answered *Yes*.

Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals?		
• Copy of written solicitation sent to MBE/WBEs in SLBP area 7 business days prior to the submission of this Compliance Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Two separate methods of notices sent to MBE/WBEs in SLBP area Indicate notice types: fax transmittals emails phone log letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of advertisements placed in local publication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Copy of notices sent to Minority and Women organizations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Documentation that demonstrates additional GFES: <ul style="list-style-type: none"> ○ Efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor ○ Efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services ○ Efforts made to reach agreements with the MBE/WBEs who responded to Bidder's written notice 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Were additional elements of work identified to achieve the goals or subgoals?

Yes ☐ No ☒

If yes, please explain: _____

Was SMBR contacted for assistance?

Yes ☐ No ☒

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

Were Minority or Women organizations contacted for additional assistance?

Yes ☐ No ☒

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request: _____

N/A stated project goal of the solicitation has been met

Appendix A

SECTION VIII — MBE/WBE COMPLIANCE PLAN CHECK LIST

The MBE/WBE *Compliance Plan* must be completed and submitted by the time specified in the solicitation documents. If the goals or subgoals were not achieved, Good Faith Efforts documentation must be submitted with the MBE/WBE *Compliance Plan*. All questions in Section VIII MUST be completed and submitted with the *Compliance Plan* if goals or subgoals are not met.

1. Were written notices sent to all MBE/WBEs from the Significant Local Business Presence (SLBP) availability list at least seven (7) business days prior to the submission of this *Compliance Plan*?

Yes ☐ No ☐

2. Were two separate methods used to contact all MBE/WBEs from the SLBP availability list at least seven (7) business days prior to the submission of this *Compliance Plan*? Please list the two methods used to contact MBE/WBEs (i.e. fax, email, mail, and/or phone)

Yes ☐ No ☐

List Methods: _____

3. Were steps taken to follow up with interested MBE/WBEs? Yes ☐ No ☐

4. Were advertisements placed with a local publication? (i.e. newspaper, minority or women organizations, or electronic/social media)?

Yes ☐ No ☐

5. Were written notices sent to Minority or Women organizations? Yes ☐ No ☐

6. Were additional elements of work identified to achieve the goals or subgoals?

Yes ☐ No ☐

If yes, please explain: _____

N/A stated project goal of the solicitation has been met

Appendix A

SECTION VIII — MBE/WBE COMPLIANCE PLAN CHECK LIST CONTINUED....

7. Was SMBR contacted for assistance? Yes ☐ No ☐

If yes, complete following:

Contact Person: _____

Date of Contact: _____

Summary of Request: _____

8. Were Minority or Women organizations contacted for assistance? Yes ☐ No ☐

If yes, complete following:

Organization(s): _____

Date of Contact: _____

Summary of Request: _____

9. Is the following documentation attached to support good faith effort requirements to achieve goals or subgoals? (*Documentation is not limited to this list.*)

Yes ☐ No ☐ Copy of written solicitation sent to MBE/WBEs in SLBP area.

Yes ☐ No ☐ Two separate methods of notices sent to MBE/WBEs in SLBP area: fax, transmittals, emails, and/or phone log.

Yes ☐ No ☐ Copy of advertisements.

Yes ☐ No ☐ Copy of notices sent to Minority and Women organizations

Yes ☐ No ☐ Documentation that demonstrates efforts made to reach agreements with the MBE/WBEs who responded to Bidder's written notice? (i.e. copy of bids/proposals, spreadsheet breakdown of MBE/WBEs considered, follow-up emails, phone logs and/or correspondence between Bidder and interested MBE/WBEs.)

N/A stated project goal of the solicitation has been met

Appendix B

LETTER TO POTENTIAL SUBCONTRACTORS

_____ is soliciting Minority- and Women-Owned Business Enterprise participation for the following City of Austin project. Solicitation documents are available at our office or at One Texas Center, 505 Barton Springs Road, 10th Floor, Suite 1045 C-Congress Room.

Solicitation Name: _____

Solicitation Number: _____

Location of Pre-bid Conference (if any) _____

Response Due Date and Time: _____

This Project Includes the Following Scopes of Service:

- | | |
|-------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Insulation |
| <input type="checkbox"/> Carpeting | <input type="checkbox"/> Lab and Field Testing Services |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Demolition Services | <input type="checkbox"/> Masonry |
| <input type="checkbox"/> Doors and Frames | <input type="checkbox"/> Millwork |
| <input type="checkbox"/> Drilling | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Drywall | <input type="checkbox"/> Paving and Resurfacing |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Excavation Services | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Fabricated Steel | <input type="checkbox"/> Stone |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Tile |
| <input type="checkbox"/> Glazing Services | <input type="checkbox"/> Weather and Waterproofing |
| <input type="checkbox"/> Hardware | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Heavy Construction Equipment | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Contact our office for detailed information on the scopes of services to be subcontracted and the relevant terms and conditions of the contract.

Contact: _____ at _____ or _____
(Name) (Telephone) (Fax)

(Email)

All Responses MUST be received by: _____